

Board of Supervisors Re-Organization Meeting
Monday, January 3rd, 2012 @ 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 2011 Chairman Brian C. Dietrich at 6:30 pm in the Municipal Building. Present were 2012 Chairman Kermit E. DeLong, 2012 Vice Chairman Justin N. Smith, and 2012 Member, Brian C. Dietrich, Solicitor Marc Fisher, Zoning Officer Kevin N. Deppe, Secretary/Treasurer Tammy M. White, NW Press reporter Elsa Kerschner, and approximately 9 citizens.

Pledge of Allegiance: The Pledge of Allegiance was conducted.

Public Comment: Kermit E. DeLong called an executive session at 6:30 pm which included; Kermit E. DeLong, Brian C. Dietrich, Justin N. Smith, Kevin N. Deppe, Tammy M. White, Janet L. Henritz, Bruce Raber, and Solicitor Marc Fisher. The re-org meeting re-adjourned at 7:05 pm. Solicitor Marc Fisher stated that the executive session was held to discuss personnel issues.

Appointments:

- **Temporary Chairman** – Kermit E. DeLong motioned, seconded by Justin N. Smith, to appoint Brian C. Dietrich as Temporary Chairman to preside over the meeting until formal appointments are made. Motion carried unanimously.
- **Temporary Secretary** –Justin N. Smith 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** – Justin N. Smith motioned, seconded by Brian C. Dietrich, 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 Brian C. Dietrich, to appoint Justin N. Smith as Vice Chairman of the Board. Motion carried unanimously.
- **Secretary/Treasurer** –Brian C. Dietrich motioned, seconded by Justin N. Smith, to reappoint Tammy White as Secretary/Treasurer to the Board of Supervisors. Motion carried unanimously.
- **Assistant Secretary** – Brian C. Dietrich motioned, seconded by Justin N. Smith, to reappoint Janet L. Henritz as Assistant Secretary to the Board of Supervisors. Motion carried unanimously.
- **Assistant Treasurer** – Brian C. Dietrich motioned, seconded by Justin N. Smith, to reappoint Kevin N. Deppe as Assistant Treasurer to the Board of Supervisors. Motion carried unanimously.
- **Treasurer's Bond**- Brian C. Dietrich motioned, seconded by Justin N. Smith approving the renewal and payment already made to CM Stauffer on 11/15/2011 for the treasurers bond for Tammy M. White in the amount of 2 million. Motion carried unanimously.
- **Township Solicitor** –Brian C. Dietrich motioned, seconded by Justin N. Smith, to reappoint Marc Fisher, from Worth Magee & Fisher Law Offices as Township Solicitor. Motion carried unanimously.
- **Conflict Council**- Brian C. Dietrich motioned, seconded by Justin N. Smith to reappoint John O. Stover Jr. as Conflict Council. Motion carried unanimously.
- **Township Engineer** –Kermit E. DeLong motioned, seconded by Justin N. Smith, to reappoint Keystone Consulting Engineering. 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.
- **2011 Meetings** – The BOS authorized the 2012 meeting dates at the 12/08/11 BOS meeting and are as follows: 01/12, 02/09, 03/08, 04/12, 05/10, 06/14, 07/12, 08/09, 09/13, 10/11, 11/08, 12/13, 12/27/2012 (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 12/19/11.
- **2011 Six Township Meetings**–The six township/COG meetings are as follows: 3/12/12 @ Weisenberg Twp.; 6/12/12 @ Heidelberg Twp.; 9/10/12 @ Lowhill Twp.; 12/10/1 @ Lynn Twp., all meetings to be held at 8:00 am at the designated township.

Resolutions:

- **Resolution 2012-01 - To open and maintain bank accounts at the New Tripoli Bank;** Brian C. Dietrich motioned, seconded by Justin N. Smith to adopt resolution 2012-01. Motion carried unanimously.
- **Resolution 2012-02 - To open and maintain safe-deposit box and escrow accounts at the New Tripoli Bank;** Brian C. Dietrich motioned, seconded by Justin N. Smith to adopt resolution 2012-02. Motion carried unanimously.
- **Resolution 2012-03 - To establish a User Fee Schedule for 2012;** Justin N. Smith motioned, seconded by Brian C. Dietrich to adopt resolution 2012-03 with an amendment to include Ordinance 2011-01 Junk Dealer/Junk

Yard/Scrap yard fees as follows; Standard application fee of \$50.00 and the 1st year license fee of \$250.00 with an renewal fee of \$150.00. Motion carried unanimously.

- Resolution 2012-04- ***Establishing a Fee Schedule for Engineering or Municipal Consultant fees for subdivision and land development review***; Brian C. Dietrich motioned, seconded by Justin N. Smith to adopt resolution 2012-04. 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: **SA**-Steve Feinour – serve another term. **PC**- John Bailey - serve another term. **ZHB**- Ray Moyer - serve another term; Steve Feinour to serve a new 3 year term. **ZHB Alternates** – Bryan Rassler and Richard Bittner – serve another term; Stan Kelson and Ross Brinley to serve new 3 year terms. **EAC**- Mara Beck and Pat Ferraro - serve another term; vacancy position of 1 year open. **BCofA**- Barry Mantz - server another term; Jeff Chrisman – fill vacancy.

- Resolution 2012-05- **Sewer Authority** - Term Ends 01/01/2017 (1 Vacancy) (5 Year Term) –Justin N. Smith motioned, seconded by Brian C. Dietrich to adopt resolution number 2012-05, which reappoints Steve Feinour to the Sewer Authority as a member for another 5 year term ending 01/01/2017. Motion carried unanimously.
- Resolution 2012-06 -**Planning Commission** - Terms End 01/01/2016 (1 Vacancy) (4 Year Term) –Justin N. Smith motioned, seconded by Brian C. Dietrich to adopt resolution number 2012-06, which reappoints John Bailey to the Planning Commission as a member for another 4 year term; ending 01/01/2016 Motion carried unanimously.
- Resolution 2012-07 -**Zoning Hearing Board** - Term Ends 01/01/2015 (1 Vacancy) (3 Year Term) Terms (alternates) End 01/01/2015 (2 Vacancy's) (3 Year Terms) –Brian C. Dietrich motioned, to adopt resolution number 2012-07, which reappoints Ray Moyer to the Zoning Hearing Board as a member for another 3 year term ending 01/01/2015. Motion died for a lack of a second motion. Justin N. Smith motioned, seconded by Kermit E. DeLong to adopt resolution number 2012-07 to reflect the new appointment of Steve Feinour as a member of the ZHB for a 3 year term ending 01/01/2015 and to reflect the new appointments of Stan Kelson and Ross Brinley as alternate members for 3 year terms ending 01/01/2015. Brian C. Dietrich opposed the motion. Motion carried.
- Resolution 2012-08- **Environmental Advisory Committee** - Terms End 01/01/2015 (2 Vacancy's) (3 Year Terms) – Brian C. Dietrich motioned, seconded by Justin N. Smith to adopt resolution number 2012-08, which reappoints Mara Beck and Pat Ferraro to the Environmental Advisory Committee as a members for another 3 year term ending 01/01/2015. Motion carried unanimously. One vacancy remains open for 1 year remaining of a 3 year term.
- Resolution 2012-09- **EAC Chairman** – Brian C. Dietrich motioned seconded by Justin N. Smith to adopt resolution number 2012-09, which reappoints Glenn Ed Maurer as Chairman of the EAC for 2012. Motion carried unanimously.
- Resolution 2012-10-**Building Code of Appeals Board Member** - Term Ends 01/01/2017 (1 Vacancy) (5 Year Term) Vacant Term Ends 01/01/2015 (1 Vacancy) (3 Year Remaining of 5 Year Term) Justin N. Smith motioned, seconded by Brian C. Dietrich to adopt resolution number 2012-10, which reappoints Barry Mantz to the Building Code of Appeals Board as a member for another 5 year term ending 01/01/2017 and newly appoints Jeff Christman to fill a vacancy until 01/01/2015. Motion carried unanimously.
- **Sewage Enforcement Officer (SEO)** –Brian C. Dietrich motioned, seconded by Justin N. Smith to reappoint Carl Wolfe as Sewage Enforcement Officer. Motion carried unanimously. 2012 Rate \$60/hr.
- **Alternate Sewage Enforcement Officer (SEO)**-. Brian C. Dietrich motioned, seconded by Justin N. Smith to reappoint Scott Bieber as Alternate Sewage Enforcement Officer. Motion carried unanimously. 2012 Rate \$70/hr.
- Resolution - Compensation for Township Manager – N/A for 2012. (only when there is rate change)
- **Zoning Officer, Building Codes Official, Office Manager/Administrator, Township Manager** –Justin N. Smith motioned, seconded by Kermit E. DeLong to reappoint Kevin N. Deppe as Zoning Officer, Building Codes Official, Office Manager/Administrator, and Township Manager. Brian C. Dietrich opposed the motion. Motion carried.
- **Alternate Zoning Officer** – Brian C. Dietrich motioned, seconded by Justin N. Smith to keep Roy Stewart from KCE as the Alternate Zoning Officer. Motion carried unanimously.
- **Building/Plumbing/Electrical Inspector** –Brian C. Dietrich motioned, seconded by Justin N. Smith 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.
- **Emergency Management Coordinator** –Brian C. Dietrich motioned, seconded by Justin N. Smith to reappoint Matthew Nemeth as Emergency Management Coordinator. Motion carried unanimously.
- **Assistant Emergency Management Coordinator** – NA

- **Road Master**– Brian C. Dietrich motioned, seconded by Justin N. Smith to reappoint Bruce Raber as Road Master/Superintendent. Motion carried unanimously.
- **Employee wages**- Justin N. Smith motioned, seconded by Brian C. Dietrich that all appointed employee's wages remain the same as set in 2011. Motion carried unanimously.
- **Voting delegate for PSATS 2012 Convention**- Brian C. Dietrich motioned, seconded by Justin N. Smith to reappoint Kevin N. Deppe as voting delegate for PSATS 2012 Convention. Motion carried unanimously.
- **Township Employees to the 2012 PSATS Convention** –Brian C. Dietrich motioned, seconded by Justin N. Smith to approve the attendance of any full time township employee who wishes to attend the 2012 PSATS Convention with reimbursement for hotel accommodations for a 2 night stay. Motion carried unanimously.
- **Tax Collector for Income & Occupational Privilege Tax (Wage taxes)** –Brian C. Dietrich motioned, seconded by Justin N. Smith to newly appoint Berkheimer & Associates as the new EIT tax collector and reappoints Heidelberg/Lynn EIT Bureau as the Township's wage tax collector till September 30, 2012 till the office closes. Motion carried unanimously.
- **Appoint Supervisor Representative for Northwestern Recreation Commission**- Justin N. Smith motioned, seconded by Brian C. Dietrich appointing Justin N. Smith as the representative for 2012 to the Northwestern Recreation Commission. Motion carried unanimously.
- **Appoint Supervisor Representative for Agricultural Land Preservation Commission**- Brian C. Dietrich motioned, seconded by Kermit E. DeLong appointing Brian C. Dietrich as the representative for 2012 to the Agricultural Land Preservation Commission. Motion carried unanimously.
- **Appoint Supervisor Representative for Crime Watch**- Kermit E. DeLong motioned, seconded by Justin N. Smith appointing Kermit E. DeLong 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**- Kermit E. DeLong motioned, seconded by Brian C. Dietrich appointing Justin N. Smith a supervisor for the county COG. Motion carried unanimously. Kevin Deppe will be the alternate.
- **Steering representative to Emergency Services Steering Committee**- Brian C. Dietrich motioned, seconded by Justin N. Smith appointing Kermit E. DeLong as representative to the Emergency Services Steering Committee for 2012. Motion carried unanimously.
- **Vacancy position for the Board of Supervisors** –Brian C. Dietrich motioned, to reappoint Scott Feinour to the vacancy position to the Board. Motion died for a lack of a second motion. Justin N. Smith motioned, seconded by Kermit E. DeLong newly appointing Jason Breidinger to the vacancy position to the Board. Brian C. Dietrich 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 has kept the mileage rate for 2012 at 55.5 cents per mile.

Set wages for employees based on performance and review- A motion was made at the December 8, 2011 BOS meeting by David C. Najarian and seconded by Brian C. Dietrich to adopt draft #3 of the 2012 Budget which included \$1/hr. increase to PT park employees and 2 additional PT park employees at the rate of \$8.50/hr. Motion was carried unanimously. No other wage increases were given.

2012 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)

Public Comment: 1.) Rob Sadler stated that there are 2 ZHB continuances for January 2012 and that the newly appointed members need to be updated with the cases. Marc Fisher stated that the BOS has no authority and that the ZHB is in charge of how to handle the continuation with the new members and that John Ashcraft should be contacted. 2.) Joe Tetz requested an extension on his trailers until the middle of summer. A motion was made by Brian C. Dietrich and seconded by Justin N. Smith to grant an extension thru August 1, 2012 with correspondence to be discussed between Joe Tetz's attorney and Marc Fisher. Motion carried unanimously.

Announcements: 1.) The elected auditors will meet for their re-organizational meeting on Wednesday, January 4, 2012 @ 7:00pm. 2.) The annual re-org dinner will be held at The Lynn Port Fire Company on Saturday, January 14, 2012 @ 6:00 pm.

Adjournment: A motion was made by Justin N. Smith, seconded by Brian C. Dietrich to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:40pm.

Respectfully Submitted,

Tammy M. White

Tammy M. White
Secretary/Treasurer