

January 2, 2018

The Board of Supervisors of Weisenberg Township, with Linda Gorgas and Anthony Werley present, met on the above date in the Municipal Building in Seipstown, Pennsylvania at 6:00 p.m., opening the meeting with the Pledge of Allegiance to the flag of the United States of America.

Linda Gorgas moved, seconded by Anthony Werley, to appoint Anthony Werley as **Temporary Chairman** to preside over the meeting until formal appointments are made. Motion carried.

Anthony Werley moved, seconded by Linda Gorgas, to appoint Janet Henritz as **Temporary Secretary** to take the minutes of the Re-org meeting. Motion carried.

### **Chairperson**

Motion to appoint Linda Gorgas as **Chairperson** of the Board of Supervisors was made by Anthony Werley, seconded by Linda Gorgas. Motion carried.

### **Vice-Chairperson**

Motion to appoint Anthony Werley as **Vice-Chairperson** of the Board of Supervisors was made by Linda Gorgas, seconded by Anthony Werley. Motion carried.

### **Roadmaster**

Motion to appoint Anthony Werley as **Roadmaster** was made by Linda Gorgas, seconded by Anthony Werley. Motion carried. The Roadmaster's pay and benefits will be set by the Auditors on January 3<sup>rd</sup>, 2018.

### **Assistant Roadmaster**

Motion to appoint James Werley as **Assistant Roadmaster** was made by Anthony Werley, seconded by Linda Gorgas. Motion carried.

### **Secretary / Assistant Secretary:**

Anthony Werley moved, seconded by Linda Gorgas, to appoint Brian Carl as Secretary and Janet Henritz as Assistant Secretary. Motion carried.

### **Township Administrator/Secretary:**

A motion was made by Linda Gorgas, seconded by Anthony Werley, to pay the Township Administrator, Brian Carl the rate of \$ 77,500.00 yearly with a 12% pension plan contribution. The salary is based on a 40-hour work week and includes 5 paid sick/personal days, 10 paid vacation days and 10 paid holidays which will not carry over to the next calendar year and must be used by the end of the current year. Unused vacation and sick/personal days will not be paid out at the end of the year in one lump sum and are to be paid as they are used. A \$50.00 per meeting pay will also apply, limited to authorized Supervisors, Planning Commission and Zoning Hearing Board meetings. Motion carried.

Per motion of Anthony Werley, seconded by Linda Gorgas, Brian Carl's road crew work outside of normal business hours will be paid at the rate of \$ 22.22 an hour or treated as 1 hour Comp time which must be used by the end of the current year and will not be paid for any unused hours and will not carry over to the next calendar year. Motion carried.

Motion made by Linda Gorgas, seconded by Anthony Werley for Lowhill Township to be billed at the rate of \$15,000. per year (billed quarterly) for Township Administrative services and secretarial services. Motion carried.

**Treasurer:**

A motion was made by Anthony Werley, seconded by Linda Gorgas, to appoint Jeff Strauss as Treasurer at the rate of \$ 36,500.00. Motion carried.

The 2018 Treasurer's Bond (Jeff Strauss) and Assistant Treasurer's Bond (Brian Carl) was established at a 2 million dollar policy for a 2 year term at \$6,938.00 per motion of Linda Gorgas, seconded by Anthony Werley. Motion carried. Jeff Straus is authorized to perform all transactions for the township, Brian Carl is authorized to perform transactions in the event of Jeff's absence. A resolution will be prepared by the next meeting to have the three supervisors as check signers only and not authorized to perform transactions or withdrawals on bank accounts.

**Pension:**

Per motion of Linda Gorgas, seconded by Anthony Werley, a 12% pension plan contribution applies to all full-time employees. Motion carried.

**Raises:**

A motion was made by Linda Gorgas, seconded by Anthony Werley, to grant a .50¢/hour pay raise for employees. Motion carried. Below rates shall apply:

Assistant Roadmaster and Repairman James Werley – \$27.56  
Labor and Equipment Operator Richard Reppert – \$24.58  
Labor and Equipment Operator Warren Loch – \$24.58  
Labor and Equipment Operator Richard Bortz – \$24.58  
Secretary and Administrative Alternate Janet Henritzky – \$23.59  
Elected Supervisors – Wages set by Auditors

Linda Gorgas moved, seconded by Anthony Werley, to reappoint the three Supervisors and the Secretary to the Pension Board. The Secretary is to be the Plan Administrator. Trustees are the Secretary and Chairman of the Board. Motion carried.

**New Employee Hire Pay Rates:**

Per motion of Linda Gorgas, seconded by Anthony Werley, to have all new employees pay rates be determined by the board of Supervisors based on experience and current economic conditions. Motion carried.

**Temporary Help:**

A motion was made by Anthony Werley and seconded by Linda Gorgas to hire temporary help when needed at the following rate: Laborer and Truck Driver \$19.00 per hour. And other temporary help as needed with a rate approved by the Board of Supervisors. Temporary help is defined to be limited to 30 days per person per year authorized without prior approval but with notification to the Chairperson. Additional time must be approved by the Board of Supervisors. Motion carried.

**Full Time Road Crew Employees:**

All full-time road crew employees will work a 40-hour work week for 52 weeks a year. For full payment, they must report to work and put in an 8 hour day unless otherwise instructed by the Roadmaster or Supervisor.

**Full Time Administrative Office Employees:**

All full-time Administrative Office employees will work between 30-40 hours per work week for 52 weeks a year based on work demand. For full payment, they must report to work and put in a 6-8 hour day unless otherwise instructed by the Township Administrator or Supervisor.

**Part Time Employees:**

All part-time employees will work on an “as needed” basis to be determined by the Board of Supervisors and will not receive any benefits.

**Full Time Employees Benefits:**

All sick/personal days, vacation days, and comp time must be used by the end of the current year and will not carry over to the next calendar year. Any unused vacation days, sick/personal days, and comp time will not be paid at the end of the year. No more than a total of 52 weeks of regular wages, sick/personal days, vacation days, holidays and comp time will be paid out in any given calendar year. This does not include any overtime hours as needed. Comp time is optional and is available and in proportion to wages paid. (Time and one half wages equal 1 ½ hours comp time.)

Sick/Personal days, vacation days, holidays and comp time are paid at the amount of the employee’s normal regular work day hours and will be paid as they are used and not in one lump sum at the end of the year.

Vacation days are meant to be utilized to keep employees refreshed. As such, unused days will not be able to be “cashed out” or carried over to the next year.

During emergencies employees should contact the Township Administrator or Roadmaster for working instructions as per the Board of Supervisors.

Motion was made by Anthony Werley, seconded by Linda Gorgas, to adopt the full-time, part-time categories listed above. Motion carried.

**Holidays:**

There will be 10 paid holidays, they are as follows:

New Year's Day

Presidents Day

Good Friday

Memorial Day

Fourth of July

Labor Day

Thanksgiving Day

Friday after Thanksgiving

1/2 day Christmas Eve

Christmas Day

1/2 day New Year's Eve

Should an employee be required to work on a paid holiday, they will be paid at twice the hourly rate, limited to an 8-hour day after 40 hours.

Motion for emergency call-out times outside of normal work hours and outside of normal work conditions will be paid time and a half was made by Linda Gorgas, seconded by Anthony Werley. Motion carried.

**Full Time Employees Vacation/Sick/Personal Time:**

They are to receive 10 days vacation up to 10 years of contiguous full-time service.

15 days for 10 years or more of contiguous full-time service.

20 days vacation after 15 years or more of contiguous full-time service.

5 days sick/personal leave after 1 year of employment.

(New employees hired during the year will receive 3 vacation days and 3 days sick/personal days after having worked 6 months.)

Vacation, holidays and sick/personal leave are defined as hours worked. A motion to adopt the above was made by Anthony Werley and seconded by Linda Gorgas. Motion carried.

**Bereavement:**

A 3-day leave is granted for a death in the immediate family to include spouse, parent, child, grandparent, brother, sister or significant other. 1-day leave is granted for a death of aunt, uncle or in-law. This will be paid and used when the death occurs. Motion made by Linda Gorgas, seconded by Anthony Werley. Motion carried.

**Jury Duty:**

Should an employee be required to serve jury duty they will be paid the difference between jury wages and regular wages per motion of Anthony Werley, seconded by Linda Gorgas. Motion carried.

**Office Hours:**

A motion made by Linda Gorgas, seconded by Anthony Werley to have the Administrative office hours to 8:30am – 4:30pm. Motion carried.

**Volunteer Policy:**

A motion was made by Anthony Werley, seconded by Linda Gorgas, to declare to be the policy of Weisenberg Township that any employee who is absent from work during regular business hours because he/she chooses to perform emergency provider services (i.e., volunteer firefighter, fire police or volunteer member of an ambulance service or rescue squad or its affiliated organization) shall be reimbursed at his or her regular hourly rate; provided that the employee is responding and/or acting in response to an actual emergency dispatch call. If an employee chooses to respond to an emergency dispatch call and/or perform emergency provider services, the employee shall not be considered as performing or acting in the course and scope of his employment for or on behalf of the Township. The Board of Supervisors reserve the right to require a statement from the Chief Executive Officer of the emergency service provider verifying that the employee responded to an emergency dispatch call and the time thereof, and that the employee was acting in the line of duty. Motion carried.

**Zoning Officer/Alternate Zoning Officer:**

A motion was made by Linda Gorgas, seconded by Anthony Werley, appointing Brian Carl as enforcement zoning officer for all zoning actions. Alternate enforcement zoning officer is Keystone Consulting Engineers. Motion carried.

**Township Engineer:**

A motion was made by Linda Gorgas and seconded by Anthony Werley to retain Keystone Consulting Engineers as Township Engineers and to appoint an alternate Engineering firm to be determined in the next couple of months. Motion carried.

**Township Solicitor:**

A motion was made by Linda Gorgas and seconded by Anthony Werley to retain Norris, McLaughlin & Marcus, PA and Donald Lipson as Township Solicitors. Motion carried.

**Township Banking:**

A motion was made by Anthony Werley and seconded by Linda Gorgas to retain the New Tripoli Bank for Township business. Motion carried.

**Vacancy Board:**

A motion was made by Linda Gorgas and seconded by Anthony Werley to appoint Brian Carl as Chairman of the Vacancy Board. The Vacancy Board also consists of any two of the three elected Supervisors. Motion carried.

**Voting Delegate for PSATS 2018 Convention:**

A motion was made by Anthony Werley and seconded by Linda Gorgas electing Linda Gorgas as voting delegate at the Annual State Supervisors' Convention in Hershey, Pennsylvania. Any additional authorized employees will be granted permission to attend. Motion carried.

**Mileage Reimbursement for Township Business:**

A motion was made by Linda Gorgas and seconded by Anthony Werley establishing the payment of the current IRS allowance for travel expenses for Township business as occurred. The current rate is 54.5¢/mile. Motion carried.

**Planning Commission Appointment:**

A motion was made by Linda Gorgas and seconded by Anthony Werley to reappoint Diane Matthews-Gehring & Daniel G. Snyder to the Planning Commission. Motion carried.

**Zoning Hearing Board Appointment:**

A motion was made by Anthony Werley and seconded by Linda Gorgas to reappoint Scott W. Searcy to the Zoning Hearing Board. Motion carried.

**U.C.C. Appeals Board Appointment:**

A motion was made by Linda Gorgas and seconded by Anthony Werley to reappoint Leroy Sorensen to the U.C.C. Appeals Board. Motion carried.

**Northwestern Recreation Commission Representative/Weisenberg & Lowhill Historical Society:**

A motion was made by Anthony Werley and seconded by Linda Gorgas to appoint Linda Gorgas to the Recreation Commission. The responsibility will be shared with all Supervisors. Anthony Werley will be the representative for the Historical Society. Motion carried.

**Sewage Enforcement Officer/Alternate Sewage Enforcement Officer:**

A motion was made by Linda Gorgas and seconded by Anthony Werley to hire Christopher Noll of Keystone Consulting Engineers as Sewage Enforcement Officer and Brian Carl as Alternate at their current rates. Motion carried.

**Building Inspector:**

Anthony Werley moved, seconded by Linda Gorgas, to hire Barry Isett & Associates as Residential, Commercial and Industrial Construction Inspector at their 2018 established rate. Motion carried.

**Township Representative for the Lehigh Valley Insurance Co-op Board:**

Linda Gorgas moved, seconded by Anthony Werley, to appoint Brian Carl as the Township Representative to the Lehigh Valley Insurance Co-op Board. Motion carried.

**Health Officer:**

Anthony Werley moved, seconded by Linda Gorgas, to appoint Keystone Consulting Engineers as Health Officer. Motion carried.

**Open Records Officer:**

Anthony Werley moved, seconded by Linda Gorgas, to appoint Brian Carl as Open Records Officer. Motion carried.

**Northern Lehigh Planning Commission Representative:**

Linda Gorgas moved, seconded by Anthony Werley, to appoint all 3 supervisors and Brian Carl as representatives to the Northern Lehigh Planning Committee with the auditors to set the pay rate for the supervisors to attend special project meetings. Motion carried.

Discussion was held on the Multi-municipal Plan regarding Walnutport and North Whitehall joining the plan. Brian will contact Spotts Stevens and McCoy for a proposal on updating the original plan and an additional proposal including Walnutport and North Whitehall into the plan.

**Earned Income Tax Collector:**

Anthony Werley moved, seconded by Linda Gorgas, to reappoint H.A. Berkheimer, Inc. as Earned Income Tax and Local Service Tax Collector. Motion carried.

Linda Gorgas moved, seconded by Anthony Werley, to appoint Brian Carl as representative and Jeff Strauss as alternate representative to the EIT Tax Collection Committee. Motion carried.

**2020 Census:**

Motion to appoint Brian Carl as contact person and Janet Henritzky as secondary contact person for the 2020 census program was made by Anthony Werley, seconded by Linda Gorgas. Motion carried.

**2018 Hazardous Mitigation:**

Linda Gorgas moved, seconded by Anthony Werley, to appoint Brian Carl and Frank Bartholomew as contacts for the 2018 Lehigh County Hazard Mitigation Plan update. Motion carried.

Motion was made by Anthony Werley, seconded by Linda Gorgas to accept the lowest bid price from Cargill, Inc. for our portion of the Joint Salt Bid performed by Lower Macungie Township for 400 Ton of Sodium Chloride Deicing Salt at a delivery price of \$53.15 per Ton. Motion carried.

All of the above shall be in effect as of January 1, 2018.

Chairperson, Linda Gorgas adjourned the meeting at 7:32 p.m.

Respectfully submitted,

Brian C. Carl  
Secretary