

January 3, 2017

The Board of Supervisors of Weisenberg Township, with Linda Gorgas and Thomas Wehr 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.

Vice Chairperson, Linda Gorgas stated that an executive session was held on December 29<sup>th</sup>, 2016 at 8am to discuss personnel issues.

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

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

### **Chairman**

Motion to appoint Robert Milot as **Chairman** of the Board of Supervisors was made by Thomas Wehr, seconded by Linda Gorgas. Motion carried.

### **Vice-Chairperson**

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

Motion made by Linda Gorgas, seconded by Thomas Wehr to rescind Resolution # 16-8 adopting the employee handbook which establishes and procedures for the conduct of new and existing employees of the township. Resolution #17-1 rescinded Resolution #16-8 so the Board can make the amendments and corrections necessary to bring it up to date. Motion carried.

### **Roadmaster**

Motion to appoint Anthony Werley as **Roadmaster** was made by Thomas Wehr, seconded by Linda Gorgas with a pay of \$50.00 per meeting for the attendance of all Supervisors meetings. The Roadmaster will be responsible for issuing all township driveway permits. Motion carried.

### **Assistant Roadmaster**

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

### **2017 Board of Supervisors Meetings:**

Thomas Wehr moved, seconded by Linda Gorgas, to conduct all regular meetings on the second Monday of each month at 7:00 p.m. Motion carried.

Thomas Wehr moved, seconded by Linda Gorgas, to appoint Brian Carl as Secretary and Janet Henritzky as Assistant Secretary. Motion carried.

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

A motion was made by Thomas Wehr, seconded by Linda Gorgas, to pay the Township Administrator the same rate as last year (\$70,000.) with a 12% pension plan contribution. The salary is based on a 40-hour work week and includes 5 paid sick 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 days will not be paid out at the end of the year in one lump sum and are to be paid as they are unused. 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 Thomas Wehr, seconded by Linda Gorgas, Brian Carl's road crew work outside of normal business hours will be paid at the rate of \$21.72 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 Thomas Wehr, seconded by Linda Gorgas for Lowhill Township to be billed at the rate of \$50.00 per hour for Township Administrative services, and \$36.00 per hour for secretarial services. Motion carried.

**Treasurer:**

A motion was made by Thomas Wehr, seconded by Linda Gorgas, to appoint Jeff Strauss as Treasurer at the same rate as last year \$35,000. Motion carried.

**Tax Collector:**

A motion was made by Thomas Wehr, seconded by Linda Gorgas to adopt Resolution #17-2 which sets the Tax Collector compensation rate at 5% for the term beginning January 1, 2018 running through 2019, 2020 and ending December 31, 2021. Motion carried.

**Raises:**

A motion was made by Thomas Wehr, seconded by Linda Gorgas, to keep wages as their current rate for all employees and to have no pay increases due to the substantial increase in health care costs. Motion carried.

**Pension:**

Per motion of Thomas Wehr, seconded by Linda Gorgas, a 12% pension plan contribution applies to all full-time employees. Motion carried. The following rates apply:

Roadmaster Anthony Werley – \$30.05  
Assistant Roadmaster and Repairman James Werley – \$27.06  
Labor and Equipment Operator Richard Reppert – \$24.08  
Labor and Equipment Operator Warren Loch – \$24.08  
Labor and Equipment Operator Richard Bortz – \$24.08  
Secretary and Administrative Alternate Janet Henritzky – \$23.09  
Secretary and Administrative Alternate Judy Hoffman – \$23.75  
Elected Supervisors – Wages set by Auditors

Thomas Wehr moved, seconded by Linda Gorgas, 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 Hirer Pay Rates:**

Per motion of Thomas Wehr, seconded by Linda Gorgas, 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 Thomas Wehr and seconded by Linda Gorgas to hire temporary help when needed at the following rate: Laborer and Truck Driver \$18.69 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 Chairman. Additional time must be approved by the Board of Supervisors. Motion carried.

**Full Time Road Crew Employees and Roadmaster:**

All full-time road crew employees and the road master 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 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 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 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 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 Thomas Wehr, 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.

**Full Time Employees Vacation/Sick 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 leave after 1 year of employment.

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

Vacation, holidays and sick leave are defined as hours worked. A motion to adopt the above was made by Thomas Wehr 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 within the pay period that it is used. Motion made by Thomas Wehr, seconded by Linda Gorgas. 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 Thomas Wehr, seconded by Linda Gorgas. Motion carried.

**Office Hours:**

A motion made by Thomas Wehr, seconded by Linda Gorgas, to change the Administrative office hours to 8:30am – 4:30pm with a ½ hour lunch equaling a 7 ½ hour regular work day. Also, to consider reducing the hours of one of the Administrative office staff positions for economic reasons. Motion carried.

**Volunteer Policy:**

A motion was made by Thomas Wehr, 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 Thomas Wehr, seconded by Linda Gorgas, 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 Thomas Wehr and seconded by Linda Gorgas to retain Keystone Consulting Engineers as Township Engineers. Motion carried.

**Township Solicitor:**

A motion was made by Thomas Wehr and seconded by Linda Gorgas to retain Norris, McLaughlin & Marcus, PA as Township Solicitor. Motion carried.

**Township Banking:**

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

**Vacancy Board:**

A motion was made by Thomas Wehr and seconded by Linda Gorgas 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 2016 Convention:**

A motion was made by Thomas Wehr 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 Thomas Wehr and seconded by Linda Gorgas establishing the payment of the current IRS allowance for travel expenses for Township business as occurred. The current rate is 53.5 ¢/mile. Motion carried.

**Planning Commission Appointment:**

A motion was made by Thomas Wehr and seconded by Linda Gorgas to reappoint Stephen A. McGlynn & Stephen M. Schaffer to the Planning Commission. Motion carried.

**Zoning Hearing Board Appointment:**

A motion was made by Thomas Wehr and seconded by Linda Gorgas to reappoint Robert J. Elbich & alternate Lori Ann Wukitsch to the Zoning Hearing Board. Motion carried.

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

A motion was made by Thomas Wehr and seconded by Linda Gorgas to reappoint Asa Hughes to the U.C.C. Appeals Board. Motion carried.

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

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

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

A motion was made by Thomas Wehr and seconded by Linda Gorgas 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:**

Thomas Wehr moved, seconded by Linda Gorgas, to hire Barry Isett & Associates as Residential, Commercial and Industrial Construction Inspector at their 2017 established rate. Motion carried.

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

Thomas Wehr moved, seconded by Linda Gorgas, to appoint Brian Carl as the Township

Representative to the Lehigh Valley Insurance Co-op Board. Motion carried.

**Health Officer:**

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

**Open Records Officer:**

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

**Northern Lehigh Planning Commission Representative:**

Thomas Wehr moved, seconded by Linda Gorgas, to appoint Linda Gorgas as representative and Thomas Wehr as alternate representative to the Northern Lehigh Planning Committee. Motion carried.

**Earned Income Tax Collector:**

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

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

All of the above shall be in effect for the year 2017.

Vice Chairperson, Linda Gorgas adjourned the meeting at 6:32 p.m.

Respectfully submitted,

Brian C. Carl  
Secretary