

January 7, 2019

The Supervisors of Weisenberg Township, Lehigh County, Pennsylvania met at 6:00 p.m. in the Municipal Building, 2175 Seipstown Road, Fogelsville, Pennsylvania where Chairman Linda Gorgas opened the reorganizational meeting with the Pledge of Allegiance to the flag of the United States of America. Present were Anthony Werley, Richard Bleiler, Brian Carl and Jeff Strauss.

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

Anthony Werley moved, seconded by Richard Bleiler, to appoint Janet Henritzky 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 Richard Bleiler. Motion carried.

Vice-Chairperson

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

Roadmaster

Motion to appoint Anthony Werley as **Roadmaster** was made by Richard Bleiler, seconded by Linda Gorgas. Motion carried. The Roadmaster's pay and benefits will be set by the Auditors on January 8th, 2019.

Assistant Roadmaster

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

Secretary / Assistant Secretary:

Anthony Werley moved, seconded by Richard Bleiler, to appoint Brian Carl as Secretary and Janet Henritzky 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 \$83,200.00 yearly. 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 Linda Gorgas, seconded by Anthony Werley, Brian Carl's road crew work outside of normal business hours will be paid at the rate of \$33.33 an hour which represents an hourly base rate of \$22.22 x 1.5 times. Motion carried.

Lowhill Billing:

Motion made by Richard Bleiler, seconded by Anthony Werley for Lowhill Township to be billed (quarterly - \$7,500.00) at the rate of \$30,000.00 per year for Township Administrative services and secretarial services. Motion carried.

Treasurer:

A motion was made by Anthony Werley, seconded by Richard Bleiler, to appoint Jeff Strauss as Treasurer at the rate of \$39,000.00. Motion carried.

Pension:

Per motion of Linda Gorgas, seconded by Richard Bleiler, 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 keep the same pay rates as 2018 as stated below. In lieu of raises, the Township will continue to pay health insurance premiums including the 7% rate increase for 2019. Discussion was held at the budget meeting regarding the possibility of employees contributing to their healthcare coverage in the future. Motion carried.

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

Anthony Werley 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 Hire Pay Rates:

Per motion of Linda Gorgas, seconded by Richard Bleiler, 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 Linda Gorgas and seconded by Richard Bleiler 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.

RESOLUTION # 19-1 was approved by motion made by Linda Gorgas, seconded by Richard Bleiler adopting the employee handbook to establish the rules and procedures for the conduct of new and existing employees of Weisenberg Township. Motion carried.

Zoning Officer/Alternate Zoning Officer:

A motion was made by Richard Bleiler, seconded by Anthony Werley, appointing Brian Carl as enforcement zoning officer for all zoning actions. Alternate enforcement zoning officer is Barry Isett & Associates. Motion carried.

Township Engineer/Alternate Engineer:

A motion was made by Anthony Werley and seconded by Richard Bleiler to retain Barry Isett & Associates as Township Engineer and to appoint Keystone Consulting Engineers as an alternate Township Engineer. Motion carried.

Township Solicitor:

A motion was made by Richard Bleiler and seconded by Anthony Werley to retain Norris, McLaughlin, PA as Township Solicitor. Motion carried.

Special Counsel:

A motion was made by Anthony Werley and seconded by Richard Bleiler to retain Kozloff Stoudt Attorneys as special counsel for the Township. Motion carried.

Township Banking:

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

Vacancy Board:

A motion was made by Anthony Werley and seconded by Richard Bleiler 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 2019 Convention:

A motion was made by Anthony Werley and seconded by Richard Bleiler electing Linda Gorgas as voting delegate at the Annual PSATS 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 Richard Bleiler 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 .58¢/mile. Motion carried.

Planning Commission Appointment (4 year term):

A motion was made by Anthony Werley and seconded by Richard Bleiler to reappoint Michael E. Levitsky & Jeffrey A. Broadhurst to the Planning Commission. Motion carried.

Zoning Hearing Board Appointment (3 year term):

A motion was made by Richard Bleiler and seconded by Anthony Werley to reappoint Thomas J. Narkin to the Zoning Hearing Board. Motion carried.

A motion was made by Richard Bleiler and seconded by Anthony Werley to reappoint Richard E. Woolley as alternate to the Zoning Hearing Board. Motion carried.

U.C.C. Appeals Board Appointment:

A motion was made by Anthony Werley and seconded by Richard Bleiler to reappoint Eric Orth to the U.C.C. Appeals Board. Motion carried.

Northwestern Recreation Commission Representative/Weisenberg & Lowhill Historical Society:

A motion was made by Richard Bleiler and seconded by Anthony Werley 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.

Ontelaunee Park Veterans/War Memorial Representative:

A motion was made by Linda Gorgas, and seconded by Anthony Werley to appoint Richard Bleiler to serve as a representative for the Ontelaunee Park Veterans/War Memorial committee. Motion carried.

Sewage Enforcement Officer/Alternate Sewage Enforcement Officer:

A motion was made by Anthony Werley and seconded by Richard Bleiler 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:

Richard Bleiler moved, seconded by Anthony Werley, to hire Barry Isett & Associates as Residential, Commercial and Industrial Construction Inspector at their 2019 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 Richard Bleiler, to appoint Barry Isett & Associates as Health Officer. Motion carried.

Open Records Officer:

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

Northern Lehigh Planning Commission Representative:

Linda Gorgas moved, seconded by Richard Bleiler, 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.

Earned Income Tax Collector:

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

Anthony Werley moved, seconded by Richard Bleiler, 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 Richard Bleiler. Motion carried.

Hazardous Mitigation:

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

Emergency Management:

Linda Gorgas moved, seconded by Anthony Werley to pay Frank Bartholomew \$19.00 per hour to attend emergency management meetings and to help fill out fire reports. Motion carried.

All of the above shall be in effect as of January 1, 2019.

EXECUTIVE SESSION: An executive session was held for legal matters from 6:31 – 6:40 pm.

Chairperson, Linda Gorgas adjourned the meeting at 6:40 p.m.

Respectfully submitted,

Brian C. Carl, Secretary