LEHIGH TOWNSHIP BOARD OF SUPERVISORS

Minutes of the March 24, 2015, Meeting

I. CALL TO ORDER. The Lehigh Township Board of Supervisors held their second monthly meeting on Tuesday, March 24, 2015, at 7:00 p.m. at the Lehigh Township Municipal Building, 1069 Municipal Road, Walnutport. Present were Keith Hantz, Sandy Hopkins, Darryl Snover, Dell Grove, and Cindy Miller. Also present were Attorney David Backenstoe and Alice Rehrig. Chairman Darryl Snover called the meeting to order with the Pledge of Allegiance.

II. APPROVAL OF THE MINUTES
A. Minutes March 10, 2015. Sandy Hopkins made a motion to approve these minutes. Keith Hantz seconded the motion. Cindy Miller commented that she had an addition under Section VIII Public Comment when they were discussing time that was spent by the Police directing traffic on Blue Mountain Drive for Blue Mountain Resort. She would like the minutes to reflect that our Police are being paid over time for that and that Mr. Meyers pointed out the consideration to use the Fire Police instead for that service rather than the police. Darryl Snover questioned if his statement was that there is a preference for the Fire Police to handle this situation first. Cindy Miller noted that Mr. Meyers commented during the meeting that he was wondering why the Fire Police weren’t doing this, and she had asked the Chief if we were being paid for the service and he had said yes, they were being paid overtime. Then Mr. Meyers had commented about the Fire Police instead of the Police and wouldn’t it make more sense to utilize the Fire Police versus our Police. She just wants it reflected that the police doing are this, and are being paid overtime and Blue Mountain is paying for it. All voted aye. Motion carried.

B. APPROVAL OF THE BILLS
A. General Fund Checks 18490 to 18514. Keith Hantz made a motion to approve these bills. Dell Grove seconded the motion. Cindy Miller questioned who ICMA Corporation was. Alice Rehrig commented that it is the company who handles a 457 Pension plan that is solely paid for by employees through payroll deduction. All voted aye. Motion carried.

B. State Fund Checks 1355 and 1356. Keith Hantz made a motion to approve these bills. Dell Grove seconded the motion. All voted aye. Motion carried.
IV. OLD BUSINESS
   A. Maintenance Building. There was nothing addition pertaining to the Maintenance Building.

   Alice Rehrig commented that she received an email back from Public Facilities Investment Group and it still wasn’t very clear as to how the prevailing wage requirements are addressed in their program. She commented that she believes the best way to tell if this program is going to provide some type of a benefit is to wait until after she attends the workshop regarding this type of program in May. She should be able to obtain information as to how the prevailing wage and bidding requirements are addressed.

   B. Planning Commission Vacancy. Cindy Miller made a motion to appoint Jack Wall to the Planning Commission. Sandy Hopkins seconded the motion. All voted aye. Motion carried.

V. NEW BUSINESS
   A. Ordinances for Advertisement
      1. Ordinance 2015-5, Ordinance consolidating and updating existing Pension Ordinances. This ordinance was reviewed by both the bank that is handling the funds and the actuary who is familiar with all the pension requirements under Act 205. Both have found this to be acceptable. The intention of this ordinance is to bring it up to date with the current collective bargaining agreement. In addition, in the past, there were three separate ordinances governing the plan. This ordinance will consolidate all of them into one document.

      Keith Hantz made a motion to advertise Ordinance 2015-5. Dell Grove seconded the motion. Cindy Miller questioned if the Board were to decide to move to a different pension plan manager, what does that mean if this ordinance is adopted. Attorney Backenstoe commented that he has reviewed the ordinance and from a legal perspective, it is not a problem. From a substantive standpoint, there are always opportunities to confirm what is included in the various definitions. He wouldn’t think it would preclude you from moving the funds from one administrator to another. Alice Rehrig commented that she had discussed this with Mr. Zimmerman. If the
Township were to consider changing administrators, Act 44 would require that the service be placed out to bid. This ordinance is the basic provisions of the plan. If a new administrator were to do things procedurally different, an adjustment may need to be made to the ordinance. Another thing that she and Mr. Zimmerman spoke about was the creation of a plan document that would go with the plan. The document could be amended when the administrators change rather than needing to change an ordinance. This may be something to consider at a time when a change takes place. Attorney Backenstoe noted that there is more flexibility in a non-uniformed plan versus a police plan because there are fewer regulations that need to be followed. If you were to go from Company A who administers the pension to Company B, and Company B says they do things slightly differently, an ordinance could be adopted to conform to their procedures. All voted aye. Motion carried.

2. Ordinance 2015-6, Establishing Speed Limits on Cedar Drive, South Dogwood Road, and South Cypress Road. Cindy Miller made a motion to advertise Ordinance 2015-6. Keith Hantz seconded the motion. All voted aye. Motion carried.

C. Summer Help. Alice Rehrig noted that when the budget was approved, it included three individuals for summer help. The two individuals who were working last summer are willing to return again this year. Sandy Hopkins questioned if the intention of the third individual was to be a more mature individual to possibly supervise. Alice Rehrig commented that it wasn’t as much intended for the supervision as it was for the ability to start earlier and work later into the season. We would need to advertise for the additional individual and see who applies.

Cindy Miller questioned if we wouldn’t be advertising for the summer help at all and just taking back the individuals who were here last year. Darryl Snover questioned if there was a problem with the summer help we had last year. Alice Rehrig commented that there was not a problem. Darryl Snover commented that he would not be opposed to having the two individuals return and advertise for the third individual.
Cindy Miller questioned who the two from last year were. Alice Rehrig commented they were Matt Minnich and Frankie Zamadics. Cindy Miller questioned how many years these individuals have been here. Matt Minnich has been here for 4 years and last year was the first year for Frankie Zamadics. Cindy Miller questioned if the Board didn’t want to give someone else an opportunity. Keith Hantz commented that with Matt Minnich’s experience, he could easily be the leader of the summer help. It would either be his fourth or fifth year. He’s graduating from Kutztown this year and is going to be continuing his education in his field. Sandy Hopkins questioned if Frankie Zamadics was also a college student. Alice Rehrig commented that he is currently attending Bloomsburg and his class schedule would permit him to start working on Fridays in April. Cindy Miller questioned if the Board didn’t have a problem with the two individuals who were summer help being children of employees of the Township. Keith Hantz commented that when we started hiring summer help, the thoughts at the time were to possibly help the employees’ children, but it was advertised. Darryl Snover commented that he would want to advertise for the third summer help, but wouldn’t want to give up the experience of those who already have had the job and can hit the ground running. Keith Hantz commented that both of the individuals had experience in lawn care and mowing prior to coming to work for the Township. Darryl Snover commented that unless there is a reason for concern, he has never heard anything negative. Cindy Miller commented that she just has concerns because it was never advertised. Keith Hantz commented that it has always been advertised. Sandy Hopkins commented that she thinks it is only fair to advertise the position if it was advertised in the past. She sees no problem with rehiring the experience. Cindy Miller commented that if we are just going to hire the individuals, it doesn’t make sense to waste the money to advertise. Keith Hantz commented that an advertisement would still need to be run for the third position.

Sandy Hopkins commented when she looks at the condition of the roads after the winter and then asking the crew later in the season to do some of the work at Delps as part of the grant, would it make sense to hold off until later in May and see if the union would allow them to go later into the season. She believes that the Road Crew is going to be really busy. Alice Rehrig commented that through the last contract, we are able to hire three individuals and have them work from April 15 through October 15.
Sandy Hopkins commented that she has no objection to individuals returning, but if we are going to advertise for one position, we can advertise for three positions, the cost is the same. Keith Hantz commented that if there are exceptional applicants, we can always look at them.

Keith Hantz made a motion to advertise for three summer help positions for 2015. Dell Grove seconded the motion. Cindy Miller commented that it is being stated about exceptional applicants. Is Frank Zamadics making the sole decision on the hiring? Keith Hantz commented that Frank Zamadics usually narrows it down to the top couple, but the Board can look at all the applications. Alice Rehrig commented that it has been done both ways. In some cases the Board has been involved with the reviewing and hiring of the individuals and in other cases, it was left up to Frank Zamadics. Keith Hantz commented that any Board member can look at the applications and if they have questions, they can ask Frank Zamadics. Cindy Miller commented that she believes it should be the whole Board, not just one individual. All voted aye. Motion carried.

D. Recreation Resolution. Sandy Hopkins commented that each year the Recreation Board goes over the resolution to see what changes may be needed. They provided the Board with recommendations for changes to the resolution which would include a reduction in the residency requirement from 35 percent to 25 percent. The Recreation Board noted in their memo that it is getting harder and harder to make up teams that meet these requirements. Under the use of the lights, they added two sections to address tournaments being hosted by non-registered teams. The specific change was to light use between April 22 through July 18 and a new section pertaining to commercial non-registered teams. The Recreation Board felt there should be a distinction between a tournament hosted by a non-registered team and a tournament hosted by a commercial non-registered team. In Section VIII, they found an inconsistency in how the two different food stands are treated in terms of payment. They felt the usage fees should be consistent for both stands and having the fees due at the end of the month for both stands would be sufficient.

Darryl Snover questioned if the light use fees are enough to cover the cost of the lights. Sandy Hopkins commented that the only time the fees weren’t covered was in the spring. Alice Rehrig commented that early in
the season when the fields aren’t used as heavily, the fees don’t cover the expense. When the fall usage starts, it makes up for the shortfall in the spring. Darryl Snover commented that he is fine with that as long as in the end the expenses are covered. Sandy Hopkins commented that as long as we get the commercial usage, we actually come out ahead.

Keith Hantz questioned if the Recreation Board has given any consideration to doing away with the percentage for residency requirements for the adult teams and charging them a flat fee for field use. He is recommending that all other criteria for being a Township team remain in place. This past year we received $530 in non-resident fees for the two adult teams that used the fields; why not charge $250 per team. If the youth teams have a coach or are sponsored by an organization or business in the Township, then there wouldn’t be a fee for them. He has no objection to the 25 percent, but thought it may simplify things if the percentage was eliminated all together so that no one has to verify that the teams are meeting the percentage requirements. By dropping the percentage by 10 percent, it is only allowing for two more people to be non-residents on a roster for a 20 person team. He can see that in another year or so the recommended percentage will be dropped again. Sandy Hopkins commented that she would like to discuss this with the Recreation Board. She is somewhat hesitant to make a zero percentage because she doesn’t want to see a team come in that doesn’t have a single resident on their team.

There were no objections to the recommended changes to the resolution. The adoption of the changes was tabled until the April 28 meeting so that the Recreation Board would have a chance to discuss the suggested elimination of the residency percentage.

Keith Hantz commented that he read the draft Recreation Board minutes and he noticed that there was a discussion about getting a professional organization in to take care of some of the fields. He is asking because he knows that Frank Zamadics is ready to start the spring maintenance of the fields once the ground is suitable. He is also not sure if this was budgeted. Sandy Hopkins commented that it wasn’t budgeted, but there may be a possibility that some of the other expenses could be moved over for this because they were padded pretty heavy in the budget. Keith Hantz questioned what would happen if Frank Zamadics were to go out and start
the work on the fields. Sandy Hopkins commented that they were looking beyond what Frank Zamadics already does. Frank Zamadics would do the fertilizing and some grub control and the fall fertilization. They really are not sure what they are going to be suggesting. There are two groups that they are considering but they haven’t discussed in detail what they would do and what their prices would be. Their concern is the heavy use of some of the fields and their need for dressing up the fields. Their volunteer who normally took care of Berlinsville is no longer on the Board.

Cindy Miller questioned what the summer help would be doing. Can they do fertilization as well or are they strictly mowing? Alice Rehrig commented that the fertilization and weed control is usually done by Frank Zamadics because of the licensing requirements. If they were to do it, he would have to be on site because of this. As far as the other park maintenance, if he has the three summer help and two of them have the experience, it would be his intention to send the three out on their own and have them take care of everything at the parks from the mowing to the cleaning and garbage.

E. **Manager’s Report.** Alice Rehrig noted that she has not received any letters of interest for the Recreation Board. She will be doing another advertisement for the vacancy.

Brian Cope, the County Open Space Coordinator, had sent an email requesting the Township provide a letter of support for a county wide trail feasibility study. The County is applying for a C2P2 grant through DEP to look into the feasibility of connecting a 35 mile trail that would start in the Borough of Walnutport and go along the northern part of the County to Upper Mount Bethel and the Portland Area. Cindy Miller made a motion to execute the letter of support for the feasibility study grant for a Northern Tier Trail. Sandy Hopkins seconded the motion. Keith Hantz questioned if this will affect any Township residents private property. Cindy Miller commented that it will not be known until after the study is done. The letter is just to offer our support of the study. Sandy Hopkins commented that it is a study to make it a total connection. Darryl Snover commented that if it does take place, it will affect someone. Sandy Hopkins commented that looking at the map, it seems like it will run along the base of the mountain. Alice Rehrig commented the letter is just to support the
County in their grant application to get the study done. Keith Hantz questioned what would happen if the Board supports this now, and it is determined later that it will affect residents’ private property? Where do we go as a Board if we supported the effort to do the study? Cindy Miller commented that it is a trail and it will most likely affect some residents. At this time, we don’t know where it is going. Darryl Snover commented at this time, it is a study to see if it is even practicable to pursue it. If they lay out a path of where it would go, they will need to contact property owners. Alice Rehrig commented that if the trail were to go through, the Township wouldn’t be involved with it; it would be between the County and the property owners. Keith Hantz questioned why they would need the Township’s support if the Township wouldn’t be involved with it. Alice Rehrig commented that the letters of support help them get the grant funding. Sandy Hopkins commented that the Township did the same thing when they applied for the different grants. They asked other communities to offer letters of support for the grants. When the grant applications are reviewed, they look for the community support of the application. Cindy Miller commented in looking at the paperwork the County provided the Board, they don’t know exactly where the trail would go which is why they want to do the feasibility study. Cindy Miller, Sandy Hopkins, Dell Grove and Darryl Snover were in favor of executing a letter of support. Keith Hantz was opposed. Motion carried.

The Police Chief provided the Board with a memo indicating that one of the DVR’s that is utilized in the patrol cars is in need of repair. The total cost for the repair would be $710. The DVR is only two years old and a new DVR would cost $3,000. The Chief would like to move forward with repairing the DVR. He would prefer it to come from the contingency fund rather than the minor equipment that is allocated in the budget because of how early in the year we currently are. Cindy Miller commented that the expense should come from somewhere within the Police Budget rather than contingency or another department within the Township. The capital expenses of the department are already over budget by 296 percent. We don’t know where that money is coming from. It needs to be figured out within the police budget. The Board agreed that this should come from within the Police Budget.
Keith Hantz questioned if the Township was going to do anything with an e-cycling event. He knows the cost was going to be $700 plus advertising. Darryl Snover commented that he thought there were enough other companies who would take the items without a charge.

F. Solicitor’s Report. Attorney Backenstoe did not have anything specific to report.

VI. PUBLIC COMMENT. There was no public comment.

VII. EXECUTIVE SESSION. The Board went into Executive Session to discussion personnel matters. No action was taken.

VIII. ADJOURN. Dell Grove made a motion to adjourn. Keith Hantz seconded the motion. All voted aye. Motion carried.