

LEHIGH TOWNSHIP BOARD OF SUPERVISORS

Annual Organizational Meeting of the Board of Supervisors

- I. CALL TO ORDER. The Lehigh Township Board of Supervisors held their annual organizational meeting on Tuesday, January 2, 2024, at the Lehigh Township Municipal Building, 1069 Municipal Road, Walnutport. The meeting was called to order by Mike Jones with the Pledge of Allegiance.

Present: Mike Jones
Janet Sheats
Cindy Miller
Jerry Pritchard
Alice Rehrig
David Backenstoe

Absent: David Hess

II. RE-ORGANIZATION

- A. Appoint Temporary Chairman. Jerry Pritchard made a motion to appoint Cindy Miller as Temporary Chairman. Janet Sheats seconded the motion. All voted aye. Motion carried.
- B. Appoint Temporary Secretary. Mike Jones made a motion to appoint Alice Rehrig as Temporary Secretary. Janet Sheats seconded the motion. All voted aye. Motion carried.
- C. Permanent Chairman. Jerry Pritchard made a motion to appoint Mike Jones as Permanent Chairman. Mike Jones seconded the motion. All voted aye. Motion carried.
- D. Vice-Chairman. Jerry Pritchard made a motion to appoint Cindy Miller as Vice Chairman. Cindy Miller declined the nomination.
- Mike Jones made a motion to appoint Jerry Pritchard as Vice Chairman. Cindy Miller seconded the motion. All voted aye. Motion carried.
- E. Secretary. Jerry Pritchard made a motion to appoint Alice Rehrig as Secretary. Cindy Miller seconded the motion. All voted aye. Motion carried.
- F. Treasurer. Cindy Miller made a motion to appoint Alice Rehrig as Treasurer. Jerry Pritchard seconded the motion. All voted aye. Motion carried.
1. Cindy Miller made a motion to authorize the treasurer to open any accounts established by prior or future ordinances or discussions of the

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Board of Supervisors at any of the approved depositories and any investment tools at said depositories. Jerry Pritchard seconded the motion. All voted aye. Motion carried.

- G. Manager. Cindy Miller made a motion to appoint Alice Rehrig as Manager. Janet Sheats seconded the motion. All voted aye. Motion carried.
- H. Zoning Officer. Cindy Miller made a motion to appoint Elizabeth Amato as the Zoning Officer. Janet Sheats seconded the motion. All voted aye. Motion carried.
- I. Establish amount of Treasurer's Bond. Cindy Miller made a motion to keep the Treasurer's Bond at \$1,000,000. Jerry Pritchard seconded the motion. Cindy Miller questioned if the \$1,000,000 is enough. Alice Rehrig commented that we wouldn't receive \$1,000,000 in receipts all at one time; however, with the addition of the Fire Tax, there could be times when there is over \$1,000,000 in funds available. Janet Sheats questioned what the standard was for the bond. Alice Rehrig commented the Township is required to have a bond that will cover the Liquid Fuels money that is received which is about \$500,000. Alice Rehrig was asked to check into the cost of increasing the bond. All voted aye. Motion carried.
- J. Select Depositories for Township Funds. Cindy Miller made a motion to keep the current depositories of Neffs National Bank, PLGIT, and Truist Bank with Neffs Bank and PLGIT as the main depositories. Janet Sheats seconded the motion. All voted aye. Motion carried.
- K. Appoint Legal Counsel to Board of Supervisors. Cindy Miller made a motion to appoint David Backenstoe as Legal Counsel to the Board of Supervisors. Jerry Pritchard seconded the motion. All voted aye. Motion carried.
- L. Appoint Legal Counsel to Planning Commission. Cindy Miller commented previously the Planning Commission Solicitor was Michael Corriere; however, a letter was not received so we don't know what the rates will be. Since the next meeting will not be until February, a rate schedule could be requested or the Board may want to consider advertising for another Planning Commission Solicitor. Janet Sheats commented she believes he should be sending a letter if he is looking to be reappointed. Jerry Pritchard commented that since a letter was not received, he would continue representing the Township at his current rate. This matter was tabled.

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- M. Appoint Engineer. Cindy Miller made a motion to appoint Hanover Engineering as the Township Engineers. Jerry Pritchard seconded the motion. Cindy Miller commented when she reviewed their rate sheets, she saw that most of the rates increased by 7.5 percent. The meeting rates for the Township will remain the same, but the costs for any project will be higher. The residents and developers who may need to use their services will be impacted the most. She's not sure what their reasoning is for that high of an increase. In reviewing Keystone Engineer's rates, their overall rates only increased by 4 percent. Jerry Pritchard commented we could go back and ask for an explanation or better rates. Cindy Miller amended her motion to retain Hanover Engineering as the Township Engineer at the current rates subject to obtaining additional information for the third party rates. All voted aye. Motion carried
- N. Appoint Sewage Enforcement Officer. Cindy Miller made a motion to appoint Keystone Consulting Engineers as Sewage Enforcement Officer. Janet Sheats seconded motion. All voted aye. Motion carried.
- O. Appoint Vacancy Board Chairman. Cindy Miller made a motion to appoint Sandy Hopkins as Vacancy Board Chairman. Janet Sheats seconded the motion. All voted aye. Motion carried.
- P. Appointment of Members to Boards & Commission
1. Municipal Authority—5 year term. Jerry Pritchard made a motion to appoint Duane Deppe to the Municipal Authority. Janet Sheats seconded the motion. All voted aye. Motion carried.
 2. Recreation Board—5 year term. Jerry Pritchard made a motion to appoint Tammy Hess to the Recreation Board. Cindy Miller commented she would like to see it readvertised. She has had people express an interest in serving on the Board, but they did not see the advertisement in order to submit a letter for tonight. Jerry Pritchard noted that Tammy Hess would continue to serve until someone else is appointed to the Board. Cindy Miller made a motion to readvertise the position. Janet Sheats seconded the motion. All voted aye. Motion carried.
 3. Planning Commission—2 four year terms. Cindy Miller made a motion to appoint David Shulman to the Planning Commission. Jerry Pritchard seconded the motion. All voted aye. Motion carried.
 4. Zoning Hearing Board—5 year term. Three individuals provided letters of interest for serving on the Zoning Hearing Board: Robert Semmel, James Hoppes, and Justin Hoppes. Janet Sheats asked for a clarification

regarding the relationship between James Hoppes and Justin Hoppes. Justin Hoppes commented he is James Hoppes's nephew. Cindy Miller made a motion to appoint James Hoppes to the Zoning Hearing Board. Janet Sheats seconded the motion. All voted aye. Motion carried.

Janet Sheats made a motion to appoint Justin Hoppes as the alternate to the Zoning Hearing Board. Cindy Miller seconded the motion. Jerry Pritchard commented Robert Semmel was serving on the Zoning Hearing Board. Why not consider him since he has some experience? Janet Sheats commented she was going by the information that was submitted to her. All voted aye. Motion carried.

- Q. Appoint Representative and Alternate to Tax Collection Committee. Cindy Miller made a motion to appoint Lori Lambert as the Delegate to the Tax Collection Committee. Jerry Pritchard seconded the motion. All voted aye. Motion carried.

Cindy Miller made a motion to appoint Denise Schmall as the alternate representative to the Tax Collection Committee. Janet Sheats seconded the motion. All voted aye. Motion carried.

- R. Establish Regular Monthly Meeting.
1. Board of Supervisors. Cindy Miller made a motion to keep the Supervisors meetings on the 2nd and 4th Tuesday of each month at 7:00 p.m. Jerry Pritchard seconded the motion. All voted aye. Motion carried.
 2. Zoning Hearing Board. Cindy Miller made a motion to keep the Zoning Hearing Board meetings on the 2nd Thursday of the month at 6:00 p.m., only when advertised. Janet Sheats seconded the motion. All voted aye. Motion carried.
 3. Planning Commission. Cindy Miller made a motion to keep the Planning Commission meetings on the 2nd Monday of each month at 6:00 p.m. Janet Sheats seconded the motion. All voted aye. Motion carried.
 4. Recreation Board. Jerry Pritchard made a motion to keep the Recreation Board meetings on the 3rd Monday of each month at 7:00 p.m. Cindy Miller seconded the motion. All voted aye. Motion carried.
- S. Appoint Chief Administrative Officer for Pension Plans. Cindy Miller made a motion to appoint Alice Rehrig as Chief Administrative Officer for the pension plans. Jerry Pritchard seconded the motion. All voted aye. Motion carried.

- T. Certify delegate to State Convention and Appoint Voting Delegate. Jerry Pritchard made a motion to name all Board members as delegates to the State Convention and appoint Cindy Miller as the voting delegate. Janet Sheats seconded the motion. All voted aye. Motion carried.
- U. Alternate Building Code Official. Cindy Miller made a motion to appoint Key Codes as an alternate Building Code Official. Jerry Pritchard seconded the motion. All voted aye. Motion carried.
- V. Establish Zoning Hearing Board Solicitor Rate. Cindy Miller made a motion that the Zoning Hearing Board Solicitor Rate remain at \$105 per hour. Jerry Pritchard seconded the motion. All voted aye. Motion carried.
- W. Establish Holidays for Non-Union Employees. Cindy Miller made a motion to continue with the following holidays for non-union employees: New Year's Day, Presidents' Day, Good Friday, Memorial Day, July 4th, Labor Day, Veteran's Day, Thanksgiving and the Day After, Christmas Eve, and Christmas Day. Jerry Pritchard seconded the motion. All voted aye. Motion carried.
- III. OLD BUSINESS. There was no old business.
- IV. PUBLIC COMMENT. Katherine Mack commented the Municipalities Planning Code states that the Zoning Hearing Board may employ or contract for and fix the compensation for legal counsel. Attorney Backenstoe commented the Zoning Hearing Board clearly appoints their solicitor, but ultimately the Board of Supervisors sets the rate. Katherine Mack commented the MPC goes on to say that the compensation of legal counsel shall not exceed the amount appropriated by the governing body for this use. In the budget, there is over \$22,000 budgeted for the Solicitor. Cindy Miller commented just because the money is budgeted does not mean it must be spent. Katherine Mack commented she doesn't know about the Board fixing the rate. Jerry Pritchard commented the governing body just set the rate at \$105 per hour so it means that the rate cannot exceed that amount. Katheryn Mack commented the MPC does not state an hourly rate. Cindy Miller commented the Board set his hourly rate at \$105 and the amount he is paid cannot exceed what is in the budget.
- Katherine Mack commented she has a friend who is an auditor, on the Rec Board, and now was appointed as Vacancy Board Chairman. An auditor cannot hold any other position within the Township. Cindy Miller commented that this matter will be on the agenda for the next meeting.
- Barry Haydt questioned if there were other applicants who applied for the Municipal Authority and the Planning Commission. Cindy Miller commented there were not.

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Barry Haydt commented it is not right to just single one person out and not reappoint them. Janet Sheats commented her votes for everyone were based on the information she received and talking to people. Phil Gogel commented when you get information and talk to people it should be stated to the public what was heard, not kept to yourself. When people ask what the reason was, the public has the right to know the information.

Katherine Mack commented there was a resolution that was passed last year which outlined how to fill the vacancies on the Boards. It was followed for the most part except for the section that states there would be public interviews conducted. The Board did not do any interviews. Cindy Miller commented the Board did not have any questions of the applicants. Katherine Mack commented the public may have wanted to hear the answers. Cindy Miller commented there was no need to put individuals through a public interview and potentially be questioned by the public if the Board didn't have any questions. The meetings are a meeting of the Board of Supervisors. The Board is elected by the people to make the decisions and do what they feel is right for the community. Barry Haydt commented the public has the right to ask questions and there needs to be a mutual respect.

Mike Rehrig commented it is time for the Township's Emergency Operation Plan to be updated. He is hoping to have it ready for the Board to adopt at the last meeting in January.

- V. EXECUTIVE SESSION. The Board went into Executive Session to discuss setting the wages for non-union employees. Upon returning from the Executive Session, Jerry Pritchard made a motion to adopt the wages as discussed in Executive Session and the Manager is directed to notify the employees of their wages within 24 to 48 hours. Cindy Miler seconded the motion. All voted aye. Motion carried.
- VI. ADJOURN. Jerry Pritchard made a motion to adjourn. Cindy Miller seconded the motion. All voted aye. Motion carried.