

LEHIGH TOWNSHIP BOARD OF SUPERVISORS

Annual Organizational Meeting of the Board of Supervisors

January 4, 2021

- I. CALL TO ORDER. The Lehigh Township Board of Supervisors held their annual organizational meeting on Monday, January 4, 2021, at the Lehigh Township Municipal Building, 1069 Municipal Road, Walnutport. The meeting was called to order with the Pledge of Allegiance.

Present were: Keith Hantz
Cindy Miller
Phil Gogel
Alice Rehrig

Absent: Mike McGonigle
Mike Jones

II. RE-ORGANIZATION

- A. Appoint Temporary Chairman. Phil Gogel made a motion to appoint Cindy Miller as Temporary Chairman. Keith Hantz seconded the motion. All voted aye. Motion carried.
- B. Appoint Temporary Secretary. Keith Hantz made a motion to appoint Alice Rehrig as Temporary Secretary. Phil Gogel seconded the motion. All voted aye. Motion carried.
- C. Permanent Chairman. Phil Gogel made a motion to appoint Cindy Miller as Permanent Chairman. Keith Hantz seconded the motion. All voted aye. Motion carried.
- D. Vice-Chairman. Phil Gogel made a motion to appoint Mike Jones as Vice Chairman. Keith Hantz seconded the motion. All voted aye. Motion carried.
- E. Secretary. Keith Hantz made a motion to appoint Alice Rehrig as Secretary. Phil Gogel seconded the motion. All voted aye. Motion carried.
- F. Treasurer. Cindy Miller made a motion to appoint Alice Rehrig as Treasurer. Phil Gogel seconded the motion. All voted aye. Motion carried.

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Phil Gogel made a motion to authorize the treasurer to open any accounts established by prior or future ordinances or discussions of the Board of Supervisors at any of the approved depositories and any investment tools at said depositories. Keith Hantz seconded the motion. All voted aye. Motion carried.

- G. Manager. Keith Hantz made a motion to appoint Alice Rehrig as Manager. Phil Gogel seconded the motion. Phil Gogel and Keith Hantz voted aye. Cindy Miller was opposed. She feels there is a need to practice a more authoritative approach in managing the Township. Motion did not carry because there needs to be three votes in favor for a motion to carry. This item will be placed on the January 12, 2021, meeting agenda.
- H. Zoning Officer. Keith Hantz made a motion to appoint Elizabeth Gehman as the Zoning Officer. Phil Gogel seconded the motion. All voted aye. Motion carried.
- I. Establish amount of Treasurer's Bond. Keith Hantz made a motion to keep the Treasurer's Bond to \$1,000,000. Phil Gogel seconded the motion. All voted aye. Motion carried.
- J. Select Depositories for Township Funds. Keith Hantz made a motion to name BB&T, PLGIT, and Neffs Bank as Township depositories. Phil Gogel seconded the motion. All voted aye. Motion carried.
- K. Appoint Legal Counsel to Board of Supervisors. Phil Gogel made a motion to appoint David Backenstoe as Legal Counsel to the Board of Supervisors. Keith Hantz seconded the motion. All voted aye. Motion carried.
- L. Appoint Legal Counsel to Planning Commission. Phil Gogel made a motion to appoint Michael Corriere of the Law Firm of Corriere and Andres as Legal Counsel to the Planning Commission. Keith Hantz seconded the motion. All voted aye. Motion carried.
- M. Appoint Engineer. Phil Gogel made a motion to appoint Hanover Engineering as the Township Engineers. Keith Hantz seconded the motion. Motion carried.
- N. Appoint Sewage Enforcement Officer. Keith Hantz made a motion to appoint Chris Noll of Keystone Consulting Engineers as Sewage Enforcement Officer. Phil Gogel seconded motion. All voted aye. Motion carried.

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- O. Appoint Vacancy Board Chairman. Phil Gogel made a motion to appoint Sandy Hopkins as Vacancy Board Chairman. Cindy Miller seconded the motion. Keith Hantz commented he spoke with Blaine Holden and he is willing to continue as Vacancy Board Chairman. He hadn't been attending meetings because of COVID, but has been reading the minutes and is aware of what is happening within the Township. Cindy Miller and Phil Gogel voted aye. Keith Hantz was opposed. Motion did not carry. This item will be placed on the January 12, 2021, meeting agenda.
- P. Appointment of Members to Boards & Commission
1. Municipal Authority. Keith Hantz made a motion to reappoint Matt Motsko to the Municipal Authority. Cindy Miller seconded the motion. All voted aye. Motion carried.
 2. Recreation Board. Phil Gogel made a motion to reappoint Sandy Hopkins to the Recreation Board. Keith Hantz seconded the motion.
 3. Planning Commission. Keith Hantz made a motion to reappoint Cindy Miller to the Planning Commission. Phil Gogel seconded the motion. All voted aye. Motion carried.
 4. Zoning Hearing Board. Phil Gogel made a motion to reappoint Adam Raker to the Zoning Hearing Board. Cindy Miller seconded the motion. All voted aye. Motion carried.
- Q. Appoint Representative and Alternate to Tax Collection Committee. Cindy Miller made a motion to reappoint Lori Lambert as the Delegate and Mary Louise Trexler as the alternate representative to the Tax Collection Committee. Phil Gogel seconded the motion. All voted aye. Motion carried.
- R. Establish Regular Monthly Meeting.
1. Board of Supervisors. Keith Hantz made a motion to keep the Supervisors meetings on the 2nd and 4th Tuesday of each month at 7:00 p.m. Phil Gogel seconded the motion. All voted aye. Motion carried.
 2. Zoning Hearing Board. Keith Hantz 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. Phil Gogel seconded the motion. All voted aye. Motion carried.

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3. Planning Commission. Keith Hantz made a motion to keep the Planning Commission meetings on the 2nd Monday of each month at 6:00 p.m. Phil Gogel seconded the motion. All voted aye. Motion carried.
4. Recreation Board. Keith Hantz made a motion to keep the Recreation Board meetings on the 3rd Monday of each month at 7:00 p.m. Phil Gogel seconded the motion. All voted aye. Motion carried.
- S. Appoint Chief Administrative Officer for Pension Plans. Phil Gogel made a motion to appoint Alice Rehrig as Chief Administrative Officer for the pension plans. Keith Hantz seconded the motion. All voted aye. Motion carried.
- T. Recognize Lehigh Township Fire Chief and Lehigh Township Fire Marshall. Keith Hantz made a motion to recognize Richard Hildebrand as the Fire Chief and Roger Spadt as Fire Marshall. Cindy Miller seconded the motion. All vote aye. Motion carried.
- U. Certify delegate to State Convention and Appoint Voting Delegate. Phil Gogel made a motion to name all Board members as delegates to the State Convention and appoint Cindy Miller as the voting delegate. Keith Hantz seconded the motion. All voted aye. Motion carried.
- V. Emergency Management Coordinator. Keith Hantz made a motion to appoint Scott Rehrig as Emergency Management Coordinator, Mike Rehrig as an assistant coordinator, and Rick Hildebrand as an assistant coordinator. Phil Gogel seconded the motion. All voted aye. Motion carried.
- W. Alternate Building Code Official. The alternate BCO is only used in the event that our current BCO, Liz Gehman would be unavailable to sign off building permits for an extended period of time. Phil Gogel made a motion to appoint Key Codes as an alternate Building Code Official. Keith Hantz seconded the motion. All voted aye. Motion carried.
- X. Establish Holidays for Non-Union Employees. Keith Hantz made a motion to continue with the following holidays for non-union employees: New Years Day, Presidents' Day, Good Friday, Memorial Day, July 4th, Labor Day, Veteran's Day, Thanksgiving and the Day After, Christmas Eve, and Christmas Day. Phil Gogel seconded the motion. All voted aye. Motion carried.
- Y. Authorize Third Party Building Code Inspection Agencies. The Township is currently using Keycodes and Keller Inspection as their third party inspection agencies for building code inspections. Lehigh Valley

Inspection services submitted a request to be added to the list of agencies. They have the appropriate qualifications as a third party inspection agencies. Residents have the choice as to which agency they want to use for the inspections. Phil Gogel made a motion to authorize Keycodes, Keller Inspection, and Lehigh Valley Inspection services as third party building code inspection agencies. Keith Hantz seconded the motion. All voted aye. Motion carried.

- III. OLD BUSINESS. There was no old business.
- IV. PUBLIC COMMENT. Jerry Pritchard commented there is more being expected of the Manager, but yet there are zoning issues always before the Board. He has nothing against the Zoning Officer, but he believes the Zoning Officer should be made to do more enforcement. A resident had to tell the Zoning Officer what was in the ordinance for a use. More is expected of Alice Rehrig when you really need to light fires under the Zoning Officer. Cindy Miller noted the employees report directly to the Manager, not the Board. Phil Gogel commented he believes the Zoning Officer does a good job. Could there be improvement? Yes, there is always room for improvement in everyone. He also believes Alice Rehrig does a good job and gives 110 percent in everything she does.
- V. EXECUTIVE SESSION. The Board went into Executive Session to discuss setting the wages for non-union employees. Upon returning from the Executive Session, Keith Hantz made a motion to give each non-union employee an increase of \$1,250 in their wages for the year 2021. Phil Gogel seconded the motion. Jerry Pritchard questioned how the numbers were determined. Keith Hantz commented it was an amount that fits within the budget and felt that across the Board it was a fair amount for the employees. They know that the ones with higher salaries will have a lower percentage, but in the end, they felt it was fair to all employees. If you are looking a percentages, depending upon the individual salary, the increases ranged from one percent to three percent. He also believes employees, weather union or non-union deserve a raise. Phil Gogel commented it comes out to roughly a \$.60 per hour increase. It is not extravagant and falls in line with the budget. They want to make sure everyone gets something. All voted aye. Motion carried.
- VI. ADJOURN. Phil Gogel made a motion to adjourn. Keith Hantz seconded the motion. All voted aye. Motion carried.