

## 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 Monday, January 5, 2026, at 7:00 p.m. The meeting was held at the Lehigh Township Municipal Building, 1069 Municipal Road, Walnutport. The meeting was called to order by Jerry Pritchard with the Pledge of Allegiance.

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

Absent: Mike Jones

Janet Sheats announced she would only be available until 7:50 p.m., at which time she will need to leave the meeting.

## II. RE-ORGANIZATION

- A. Appoint Temporary Chairman. Janet Sheats made a motion to appoint Jerry Pritchard as Temporary Chairman. David Hess seconded the motion. All voted aye. Motion carried.
- B. Appoint Temporary Secretary. Janet Sheats made a motion to appoint Alice Rehrig as Temporary Secretary. David Hess seconded the motion. All voted aye. Motion carried.
- C. Permanent Chairman. Cindy Miller made a motion to appoint Cindy Miller as Chairman. There was no second. Motion dies.

Janet Sheats made a motion to appoint Mike Jones as Permanent Chairman. David Hess seconded the motion for discussion. Cindy Miller noted Mike Jones missed 25 percent of the meetings last year; that was 6 meetings, plus he also phoned into one of the meetings. Her question to the Board is why they would want to appoint someone as chair who misses that many meetings. Janet Sheats commented that is why there is a vice chairman. Cindy Miller disagreed; that is not why you have a vice chair. This is why she nominated herself for Chairman. She looked at the records and other Board members also missed several meetings and she only missed one meeting. David Hess commented the previous year, Mike Jones had missed some meetings and this wasn't brought up. Cindy Miller

commented the other point is that we have never had leadership not attend the Reorganization meeting. She left this slide last year, but this is starting to become common place. Janet Sheats commented she thought his trip only happened on certain years and next year, he would be able to attend. Cindy Miller commented this tells her it is not a priority. Jerry Pritchard commented over the entire year, Mike Jones has done a pretty good job. Cindy Miller commented she is saying that he still missed 25 percent of the meetings. Why would you continue this? Janet Sheats commented if she (Cindy Miller) were nicer to people, she would consider making that change. Jerry Pritchard, David Hess, and Janet Sheats voted aye. Cindy Miller was opposed. Motion carried.

- D. Vice-Chairman. David Hess made a motion to appoint Jerry Pritchard as Vice Chairman. Janet Sheats seconded the motion. Jerry Pritchard, David Hess, and Janet Sheats voted aye. Cindy Miller was opposed. Motion carried.
- E. Secretary. Janet Sheats made a motion to appoint Alice Rehrig as Secretary. David Hess seconded the motion. All voted aye. Motion carried.
- F. Treasurer. Janet Sheats made a motion to appoint Alice Rehrig as Treasurer and 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. David Hess seconded the motion. All voted aye. Motion carried.
- G. Manager. David Hess made a motion to appoint Alice Rehrig as Manager. Janet Sheats seconded the motion. David Hess, Jerry Pritchard, and Janet Sheats voted aye. Cindy Miller was opposed. Motion carried.
- H. Zoning Officer. Janet Sheats made a motion to appoint Roxann Colfer as the Zoning Officer. David Hess seconded the motion. All voted aye. Motion carried.
- I. Establish amount of Treasurer's Bond. David Hess made a motion to keep the Treasurer's Bond at \$1,000,000. Janet Sheats seconded the motion. All voted aye. Motion carried.
- J. Select Depositories for Township Funds. Janet Sheats 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. David Hess 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 at a rate of \$160 per hour. David Hess seconded the motion. All voted aye. Motion carried.

Annual Organizational Meeting  
January 5, 2026

- L. Appoint Legal Counsel to Planning Commission. Janet Sheats made a motion to appoint Michael Corriere as Legal Counsel to the Planning Commission. David Hess seconded the motion. Janet Sheats questioned if it has always been \$250 per meeting regardless of the time. Alice Rehrig confirmed that it was. All voted aye. Motion carried.
- M. Appoint Engineer. Cindy Miller made a motion to appoint Hanover Engineering as the Township Engineers. Janet Sheats seconded the motion. All voted aye. Motion carried.
- N. Appoint Sewage Enforcement Officer. Janet Sheats made a motion to appoint Keystone Consulting Engineers as Sewage Enforcement Officer. Cindy Miller seconded the motion. Cindy Miller noted there was a 12 percent rate increase in the senior positions. Was there a reason given? Alice Rehrig noted that the Township usually doesn't use the Senior Engineer. The Sewage Enforcement services are typically on a per task basis. The only time that an hourly rate is charged is when there is an investigation into a malfunction. The rate for that would be \$129.50. There have been overall increases in the services provided for sewage enforcement. She will provide a comparison from the 2025 rates for the next meeting. Janet Sheats amended her motion to appoint Keystone Consulting Engineers as the Interim Sewage Enforcement Officer and place the services to bid. All voted aye. Motion carried.
- O. Appoint Vacancy Board Chairman. There were two individuals interested in serving as Vacancy Board Chairman, Kristin Soldridge and Sandy Hopkins.

Kristin Soldridge. Ms. Soldridge felt her experience and dedication made her a good candidate for this position. She has had prior experience serving on boards as president of the Northampton School Board and on the Board for Bethlehem Vo-Tech. She has also previously served on the Planning Commission, Zoning Hearing Board, and Ad Hoc Committee. She feels these roles have provided her with the experience needed for the position. She understands the needs and priorities of the residents.

Sandy Hopkins. Ms. Hopkins has experience with contract negotiations, has been past president of the Teachers Union and a past Township supervisor so she has the experience of sitting on the Board. She looks at this position as the Chairman needs to negotiate with the other Board members to replace the member who is missing. She believes her experience is important in helping the Supervisors to make a good choice for a Supervisor. She has also held this position for the past four or five years.

Cindy Miller made a motion to appoint Sandy Hopkins as Vacancy Board Chairman since she has held the position in the past and was previously a Township Supervisor and understands that position. David Hess seconded the motion. Cindy Miller and David Hess voted aye. Janet Sheats and Jerry Pritchard were opposed. Motion did not carry.

Janet Sheats questioned if it was a requirement for an individual to submit a letter of interest or can someone be selected from the audience. Attorney Backenstoe commented there is not a requirement to submit a letter. Janet Sheats made a motion to appoint Keith Hantz to the Vacancy Board. Davis Hess seconded the motion. Keith Hantz commented he would accept the nomination. He previously was in this position as well as serving as a Township Supervisor. Cindy Miller commented she knows what went on when this happened before, and it was not good. Janet Sheats and David Hess voted aye. Cindy Miller and Jerry Pritchard were opposed. Motion did not carry.

David Hess made a motion to appoint Kristin Soldridge 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. One letter of interest was received from Matt Motsko for this position. Matt Motsko has been serving on the Municipal Authority for the past fourteen years. Janet Sheats made a motion to appoint Matt Motsko to the Municipal Authority. David Hess seconded the motion. All voted aye. Motion carried.
2. Recreation Board—5 year term. There were two applicants for this position, Sandy Hopkins and Keith Hantz.

Keith Hantz. Mr. Hantz has been a life long resident of the Township and has been very active in the Township, LTAA, and the Fire Company. He feels Sandy Hopkins has done a good job on the Board but believes sometimes there is a need for a fresh look and he feels he could bring that to the Board. He knows the Board is an advisory board to the Board of Supervisors. He believes he could work with the other four members, come up with some fresh ideas and support ideas that are beneficial to the Township.

Janet Sheats questioned how much of the Noon Year's Eve event was his idea. Mr. Hantz commented that was his daughters' idea. They went to a similar event in Macungie and they asked why that couldn't be done here so he suggested they attend a Rec Board meeting and they went from

there. For a first time event, they had 350 to 400 people in attendance. There was no cost to the Township or residents. He would like to see other events like that take place.

Sandy Hopkins. Ms. Hopkins has served as Chairman of the Rec Board for many years and tries to keep the committee together. The Board is aware of what she has been doing on the Rec Board. She noted that new blood may be good. Janet Sheats wanted to commend Sandy Hopkins for the work she has done. Jerry Pritchard commented he has worked with her on the Rec Board and has seen what she has done.

Janet Sheats made a motion to appoint Keith Hantz to the Rec Board. Jerry Pritchard seconded the motion. Janet Sheats commented Sandy Hopkin's comment helped her make her decision when she said about new eyes on the Rec Board and commends her for making the comment. Jerry Pritchard commented if and when projects come in and takes off, he hopes the Rec Board will be united and ready to move forward. Cindy Miller commented it is a shame that there are two Supervisors on the Rec Board and there are two residents who want to serve. She still doesn't understand why there are two supervisors on the Rec Board. Jerry Pritchard commented he was on the Rec Board prior to becoming a Supervisor. Cindy Miller commented someone can always resign from the position and give up the seat. Jerry Pritchard commented he is not on the agenda with an expired term. Sandy Hopkins questioned how many times Jerry Pritchard has attended the Rec Board meetings over the past few years and how many activities did he attend or come out when something else going on. Making the comment about working together when projects take off is not right when you are not participating. Janet Sheats, David Hess, and Jerry Pritchard voted aye. Cindy Miller was opposed. Motion carried.

3. Planning Commission—4 year term. There was one letter of interest from Todd Rousenberger submitted for this position. Mr. Rousenberger currently is serving on the Planning Commission. Cindy Miller made a motion to appoint Todd Rousenberger to the Planning Commission. Janet Sheats seconded the motion. All voted aye. Motion carried.

Cindy Miller was not present for the remainder of the meeting.

4. Zoning Hearing Board—5 year term. Two letters of interest were submitted, Adam Raker and Justin Hoppes.

Justin Hoppes. Mr. Hoppes has been serving as an alternate to the Zoning Hearing Board for the past several years and prides himself on attending all but one of the meetings. He takes the health of the Township seriously and would like to become a regular member of the Zoning Hearing Board.

Adam Raker. Mr. Raker was not in attendance at the meeting.

It was noted that the Resolution for appointments to the Boards and Committees requires individuals attend the meeting unless other arrangements have been made.

Janet Sheats made a motion to appoint Justin Hoppes to the Zoning Hearing Board. David Hess seconded the motion. Katherine Mack commented she supports the motion. Mr. Hoppes attends the meetings, asks questions, and participates even though he is unable to vote. She has nothing against Mr. Raker, but he is sometimes late or doesn't attend. All voted aye. Motion carried.

Alice Rehrig was asked to advertise for an alternate member to the Zoning Hearing Board.

Q. Appoint Representative and Alternate to Tax Collection Committee. Janet Sheats made a motion to appoint Suzanne Hawke as the Delegate to the Tax Collection Committee and Denise Schmall as the alternate. David Hess seconded the motion. All voted aye. Motion carried.

R. Establish Regular Monthly Meeting. Janet Sheats made a motion to keep the following meeting schedule for 2026:

Board of Supervisors. 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month at 7:00 p.m.

Zoning Hearing Board. 2<sup>nd</sup> Thursday of the month at 6:00 p.m., only when advertised.

Planning Commission. 2<sup>nd</sup> Monday of each month at 6:00 p.m.

Recreation Board. 3<sup>rd</sup> Monday of each month at 7:00 p.m.

David Hess seconded the motion. All voted aye. Motion carried.

S. Appoint Chief Administrative Officer for Pension Plans. Janet Sheats made a motion to appoint Alice Rehrig as Chief Administrative Officer for the pension plans. David Hess seconded the motion. All voted aye. Motion carried.

Annual Organizational Meeting  
January 5, 2026

- T. Certify delegate to State Convention and Appoint Voting Delegate. Janet Sheats made a motion to name all Board members as delegates to the State Convention and appoint David Hess as the voting delegate. David Hess seconded the motion. All voted aye. Motion carried.
- U. Alternate Building Code Official. Janet Sheats made a motion to appoint Keycodes as an alternate Building Code Official. David Hess seconded the motion. All voted aye. Motion carried.
- V. Establish Zoning Hearing Board Solicitor Rate. Janet Sheats made a motion that the Zoning Hearing Board Solicitor Rate remain at \$130 per hour. David Hess seconded the motion. All voted aye. Motion carried.
- W. Establish Holidays for Non-Union Employees. Janet Sheats made a motion to continue with the following holidays for non-union employees: New Year's Day, Presidents' Day, Good Friday, Memorial Day, July 4<sup>th</sup>, Labor Day, Veteran's Day, Thanksgiving and the Day After, Christmas Eve, and Christmas Day. David Hess seconded the motion. All voted aye. Motion carried.
- III. OLD BUSINESS. There was no old business.
- IV. NEW BUSINESS.
  - A. Resolution 2025-1, Appointing CPA for Audit. Janet Sheats made a motion to adopt Resolution 2025-1. David Hess seconded the motion. All voted aye. Motion carried.
- V. PUBLIC COMMENT. There was no public comment.
- VI. EXECUTIVE SESSION. The Executive Session to set non-union employee wages was tabled until the next meeting due to the pending lack of quorum.
- VII. ADJOURN. Janet Sheats made a motion to adjourn. David Hess seconded the motion. All voted aye. Motion carried.