

# LOWER TOWAMENSING TOWNSHIP SUPERVISORS REORGANIZATIONAL MEETING MINUTES

Tuesday, January 2, 2024 at 3:00 p.m., Township Office  
595 Hahns Dairy Road, Palmerton, PA 18071

**CALL THE MEETING TO ORDER:** Secretary-Treasurer Ahner called the meeting to order at 3:00 p.m. Members of the board present were Connie Brown, Jay Mullikin and Solicitor Nanovic.

Jay Mullikin was sworn in by Solicitor Nanovic.

**Supervisor Mullikin moved and Supervisor Brown seconded to appoint Solicitor Nanovic as the Temporary Chairperson. All voted yes. Motion passed.**

- Appointments:
  - Chairperson

**Supervisor Mullikin moved and Supervisor Brown seconded to appoint Supervisor Brown as the Chairperson to the Board of Supervisors. All voted yes. Motion passed.**

- BOS Vacancy
  - Mike Takerer letter of interest for open Board of Supervisors Seat

**Chairperson Brown moved and Supervisor Mullikin seconded to appoint Mike Takerer to fill the vacant seat on the Board of Supervisors. All voted yes. Motion passed.**

Mike Takerer was sworn in by Solicitor Nanovic.

- Vice-Chairperson

**Supervisor Mullikin moved and Chairperson Brown seconded to appoint Supervisor Takerer as the Vice-Chairperson to the Board of Supervisors. All voted yes. Motion passed.**

- Secretary-Treasurer

**Supervisor Takerer moved and Supervisor Mullikin seconded to appoint RoniSue Ahner at the Township's Secretary-Treasurer. All voted yes. Motion passed.**

- Appoint All Non-Elected Township Officials, ZHB Members & Commission Members:

- Township Solicitor – James Nanovic

**Chairperson Brown moved and Supervisor Takerer seconded to appoint James Nanovic as the Township Solicitor. All voted yes. Motion passed.**

- Zoning Officer/BCO – Duane Dellecker

**Supervisor Mullikin moved and Supervisor Takerer seconded to appoint Duane Dellecker as the Township's Zoning Officer/BCO. All voted yes. Motion passed.**

- Township Engineering – Hanover Engineering

**Supervisor Takerer moved and Supervisor Mullikin seconded Hanover Engineering as the Township's Engineer. All voted yes. Motion passed.**

- Conflict Engineer – Keystone Consulting Engineering

**Supervisor Mullikin moved and Chairperson Brown seconded to point Keystone Consulting Engineering as the Township's Conflict Engineer. All voted yes. Motion passed.**

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- Sanitary/Sewer Engineer – Arro Consulting Engineering

**Chairperson Brown moved and Supervisor Takerer seconded to appoint Arro Consulting Engineering as the Township's Sanitary/Sewer Engineer. All voted yes. Motion passed.**

- Sewage/Well Enforcement Officer – Scott Brown, Hanover Engineering

**Supervisor Mullikin moved and Supervisor Takerer seconded to appoint Scott Brown, Hanover Engineering as the Township's Sewage/Well Enforcement Officer. All voted yes. Motion passed.**

- Agency for UCC Reviews & Inspections – Barry Isett & Associates / Lehigh Valley Inspections

**Supervisor Takerer moved and Supervisor Mullikin seconded to appoint Barry Isett & Associates and Lehigh Valley Inspections as the agencies for UCC Reviews & Inspections. All voted yes. Motion passed.**

- Emergency Management Coordinator – Rory Koons

**Chairperson Brown moved and Supervisor Takerer seconded to appoint Roey Koons as the Emergency Management Coordinator. All voted yes. Motion passed.**

- Carbon County T.C.C. Delegate – RoniSue Ahner

**Supervisor Mullikin moved and Supervisor Takerer seconded to appoint RoniSue Ahner as the Tax Collection Committee Delegate. All voted yes. Motion passed.**

- Carbon County T.C.C. Alternate

**Supervisor Takerer moved and Supervisor Mullikin seconded to appoint Connie Brown as the T.C.C. Alternate Delegate. All voted yes. Motion passed.**

- Chairperson Vacancy Board

The Vacancy Board Chairperson serves as the Chairperson of the Township's Vacancy Board in the event of a vacancy on the board of Supervisors and only convenes when the Board fails to appoint a successor within (30) days of the vacancy.

**Supervisor Mullikin moved and Chairperson Brown seconded to appoint Gerry Madden as the Vacancy Board Chairperson to the Township's Vacancy Board. All voted yes. Motion passed.**

- Zoning Hearing Board Solicitor – Holly Heintzelman

**Chairperson Brown moved and Supervisor Takerer seconded to appoint Holly Heintzelman as the Zoning Hearing Board Solicitor. All voted yes. Motion passed.**

- Zoning Hearing Board Members – James Ord (2025), Keith George (2024), Ralph Cortazzo (2026) & Alternate Georgia Mock (2024)

The Zoning Hearing Board is a quasi-judicial hearing body that hears zoning appeals, variances and special exceptions related to the Township's Zoning Ordinance and the Pennsylvania's Municipality Planning Code. (3-year terms with alternate being a 1-year term)

**Supervisor Takerer moved and Supervisor Mullikin seconded to reappoint the Zoning Hearing Board Members (terms). All voted yes. Motion passed.**

# LOWER TOWAMENSING TOWNSHIP SUPERVISORS REORGANIZATIONAL MEETING MINUTES

Tuesday, January 2, 2024 at 3:00 p.m., Township Office

- Planning Commission Members – Angela Farrell (2024), Jay Mullikin (2025), Gerard Madden (2026), Steve Meining (2026), Daniel Royer (2027)

The Planning Commission shall review all plans and supporting documents, in accordance with Township ordinances and shall either recommend approval, conditional approval or disapproval of the plan or any modification (waiver) request to the Board of Supervisors. (4-year terms)

**Chairperson Brown moved and Supervisor Takerer seconded to reappoint the Planning Commission Members (terms). All voted yes. Motion passed.**

- Township Auditor – CPA Firm – Kirk, Summa & Company, LLP

**Supervisor Takerer moved and Supervisor Mullikin seconded to reappoint Kirk Summa & Company as the Township's Auditor. All voted yes. Motion passed.**

- State Convention Voting Delegate

**Supervisor Takerer moved and Supervisor Mullikin seconded to appoint Connie Brown as the State Convention Voting Delegate. All voted yes. Motion passed.**

- Establish the Township's Treasurer's Bond:

**Supervisor Mullikin moved and Supervisor Takerer seconded to establish the Treasurers Bond at 1,500,000.00. All voted yes. Motion passed.**

- Designate Township's Depositories:

**Supervisor Takerer moved and Supervisor Mullikin seconded to designate Mauch Chunk Trust and PLGIT as the Township's Depositories for 2024. All voted yes. Motion passed.**

- Designate Bank Signatories:

**Chairperson Brown moved and Supervisor Takerer seconded to designate (1) Supervisor and (1) Secretary to approve and sign checks on the behalf of the Township. All voted yes. Motion passed.**

- Establish the 2024 Employees Hourly Rates:

**Supervisor Takerer moved and Chairperson Brown seconded to established 2024 Employees Hourly Rates per the 2024 Township Budget. All voted yes. Motion passed.**

- Establish the 2024 Mileage Rate:

**Chairperson Brown moved and Supervisor Takerer seconded to establish the 2024 Mileage Reimbursement Rate to follow the IRS rate for 2024. All voted yes. Motion passed.**

- Schedule of Monthly Meetings for Board of Supervisors:

**Supervisor Takerer moved and Chairperson Brown seconded to continue the first Tuesday of every month at 7:00 p.m. for the Board Supervisors Meetings. All voted yes. Motion passed.**

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**ADJOURNMENT:**

**Chairperson Brown moved and Supervisor Takerer seconded to adjourn the meeting. All voted yes. Meeting adjourned at 3:16 p.m.**

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RoniSue Ahner  
Secretary/Treasurer