

**ORGANIZATIONAL MEETING
NORTH WHITEHALL TOWNSHIP BOARD OF SUPERVISORS, JANUARY 2, 2018**

Supervisor Heintzelman called the Organizational Meeting to order at 7:30 PM, followed by the salute to the flag and the roll call. In attendance were Supervisors Mark Hills and Dennis Klusaritz, Attorney Lisa A. Young, Manager Jeff Bartlett and Secretary/Treasurer Brenda Norder.

Newly-elected Supervisor Dennis Klusaritz addressed the audience stating the purpose for his election and his goals as a supervisor.

ORGANIZATION

Supervisor Mark Hills nominated Supervisor Ronald J. Heintzelman as Chairman of the Board of Supervisors for the year 2018 seconded by Dennis Klusaritz. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

Supervisor Ronald J. Heintzelman nominated Supervisor Mark Hills as Vice Chairman of the Board of Supervisors for the year 2018, seconded by Dennis Klusaritz. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

Upon motion by Dennis Klusaritz, seconded by Ronald J. Heintzelman, Brenda Norder was appointed Secretary/Treasurer and Chief Pension Administration Officer for the year 2018. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

Upon motion by Ronald J. Heintzelman, seconded by Mark Hills, Jeff Bartlett was appointed Township Manager for 2018. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes.

- Supervisor Klusaritz questioned Mr. Bartlett about complaints he had received regarding past administrative decisions, handling of employee issues, and lack of response to residents. He also questioned Mr. Heintzelman's work load and if he should continue as an employed supervisor.
- Bruce Stettler, Steeplechase Dr., Schnecksville, stated that Mr. Heintzelman ran as a working supervisor and is very well liked. He thanked Supervisor Klusaritz for his dedication to protecting the township's financial interests.

Upon motion by Mark Hills, seconded by Ronald J. Heintzelman, the Board of Supervisors established the Treasurer's Bond at a limit of \$6,000,000.00. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

Upon motion by Mark Hills, seconded by Ronald J. Heintzelman, The Neffs National Bank and The First Northern Bank and Trust were retained as depositories for North Whitehall Township funds for the year 2018. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

Upon motion by Ronald J. Heintzelman, seconded by Mark Hills, the two (2) Supervisors, the Manager and the Treasurer are authorized to sign checks drawn on accounts of North Whitehall Township; two (2) signatures are required on all checks, one being the Treasurer's. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

Upon motion by Mark Hills, seconded by Ronald J. Heintzelman, the Treasurer is authorized to pay certain bills subject to approval at the next regular meeting as follows: Utility bills, all bills with discounts, payrolls, and conference fees. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

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Upon motion by Mark Hills, seconded by Ronald J. Heintzelman, Ronald J. Heintzelman was appointed as Community Services Director for the year 2018, until December 31, 2018. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes.

- Supervisor Klusaritz questioned Supervisor Heintzelman about the duties of this position.

Upon motion by Mark Hills, seconded by Ronald J. Heintzelman, the Board of Supervisors set the regular Board of Supervisors' meeting dates for the first Monday of each month at 7:30 PM, for the year 2018, with the exception of the September meeting which will be held on the 2nd Monday of that month at 7:30 PM. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

Upon motion by Dennis Klusaritz, seconded by Ronald J. Heintzelman, the Board of Supervisors named delegates to the annual PSATS Convention at Hershey, PA, April 22-25, 2018 to be Supervisors Mark Hills, Ronald J. Heintzelman, Dennis Klusaritz and Manager Jeff Bartlett and Secretary/Treasurer Brenda Norder, and authorized the Community Service Coordinator, Manager, and Secretary/Treasurer to be compensated at their regular employee rate during their attendance at the convention. Attendees to the PSATS Convention shall be reimbursed actual expenses. Supervisor Mark Hills was appointed as a voting delegate and Supervisor Ronald J. Heintzelman was appointed as alternate voting delegate. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

Upon motion by Ronald J. Heintzelman, seconded by Dennis Klusaritz, the maximum reimbursement mileage rate, for employees attending meetings, was set at 54.5 cents per mile, as established by the IRS, upon receipt of a valid insurance card. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

Upon motion by Mark Hills, seconded by Ronald J. Heintzelman, all full-time employees are to be invited and reimbursed for attendance at the regular summer convention of the Lehigh County Association of Township Officials for the year 2018. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

Upon motion by Mark Hills, seconded by Ronald J. Heintzelman, Atty. Lisa Young was appointed as solicitor to the Board of Supervisors and to the North Whitehall Township Planning Commission for the year 2018. The rate of pay shall be as established in the fee schedule as authorized today as Resolution 01-02-18. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

Upon motion by Ronald J. Heintzelman, seconded by Mark Hills, Benchmark Engineering Services was appointed to do General Planning and Traffic Engineering for the year 2018. The rate of pay shall be as established in the fee schedule as authorized today as Resolution 01-02-18. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - no.

- Supervisor Klusaritz questioned the Board and Mr. Bartlett on why the Township General Engineer was changed. He also discussed complaints he received from various individuals regarding the use of Benchmark Engineering.

Upon motion by Ronald J. Heintzelman, seconded by Dennis Klusaritz, Keystone Consulting Engineers was appointed as Sewage Projects Engineer for the year 2018. The rate of pay shall be as established in the fee schedule as authorized today as Resolution 01-02-18. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

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Upon motion by Mark Hills, seconded by Ronald J. Heintzelman, the Zoning Hearing Board solicitor's and alternate solicitor's rate of pay shall be as established in the fee schedule as authorized today as Resolution 01-02-18. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

Upon motion by Mark Hills, seconded by Ronald J. Heintzelman, Keystone Consulting Engineers was appointed acting Zoning Officer and Codes Enforcement Officer in the absence of the Assistant Zoning Officer. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

Upon motion by Mark Hills, seconded by Ronald J. Heintzelman, Barry Isett & Associates, Inc., Keycodes Inspection Agency and Lehigh Valley Inspection Service were appointed as the primary third party code-compliant agencies to perform building plan review and building inspections as required by Act 45, the UCC. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes.

- Mike Basta, Crestwood Dr., Schnecksville, asked how these agencies set their fees.
- Leonard Nuss, Hill St., Coplay, inquired how the township engineer structures his fees and stated he feels non-pertinent information is included in the engineer's reports.

Upon motion by Mark Hills, seconded by Ronald J. Heintzelman, Eugene Wolfgang was appointed to the Zoning Hearing Board for the years 2018 through 2020 and Eric Neubauer was appointed alternate for the years 2018 through 2020. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

Upon motion by Mark Hills, seconded by Ronald J. Heintzelman, Scott Bigley was appointed to the Building Codes Board of Appeal for the years 2018 through 2019. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

Upon motion by Mark Hills, seconded by Ronald J. Heintzelman, Scott Bieber was appointed Sewage Enforcement Officer for the year 2018. The rate of pay shall be as established in the fee schedule as authorized today as Resolution 01-02-18. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

Upon motion by Dennis Klusaritz, seconded by Ronald J. Heintzelman, Keystone Consulting Engineers, Inc. was appointed Alternate Sewage Enforcement Officer for the year 2018. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

Upon motion by Mark Hills, seconded by Ronald J. Heintzelman, Terri Blazofsky was authorized to collect Real Estate Taxes, Street Light Taxes, and to bill interims. She shall be compensated at the rate of 5% on all collections and at the rate of \$23.50 per hour for time utilized in completing the tax duplicate. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes.

- Dick Getz, Mauch Chunk Rd., Coplay, inquired if Street Light Assessments were increasing.

Upon motion by Ronald J. Heintzelman, seconded by Mark Hills, the Board of Supervisors retained Portnoff Law Associates to collect delinquent Street Light Taxes for the year 2018. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

Upon motion by Mark Hills, seconded by Ronald J. Heintzelman, Bruce Stettler and Robert Korp were appointed to the Planning Commission for the years 2018 through 2021. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

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Upon motion by Mark Hills, seconded by Ronald J. Heintzelman, Supervisor Dennis Klusaritz was appointed as the Board of Supervisors representative to the Planning Commission for the year 2018. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

Upon motion by Mark Hills, seconded by Ronald J. Heintzelman, Richard Miller and Kristin Taylor were appointed to the North Whitehall Recreation Board for the years 2018 through 2022. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

Upon motion by Ronald J. Heintzelman, seconded by Dennis Klusaritz, Supervisor Mark Hills was appointed as the Board of Supervisors representative to the Recreation Board for the year 2018. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

Upon motion by Mark Hills, seconded by Ronald J. Heintzelman, a Vacancy Board is hereby established in North Whitehall Township; the registered elector of the Township to be chairman of such board shall be Charles Horwith for the year 2018. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

Upon motion by Mark Hills, seconded by Ronald J. Heintzelman, the following holidays were approved for the year 2018 as per page 15 of the North Whitehall Township Employee Handbook adopted June 5, 2002, as amended and these dates are designated to correspond to the holidays as set forth in the union contract:

President's Day	February 19 th
Good Friday	March 30 th
Memorial Day	May 28 th
Independence Day	July 4 th (4 th falls on Wednesday)
Labor Day	September 3 rd
Columbus Day	October 8 th
Thanksgiving Day and day after	November 22 nd & 23 rd
Christmas Day and day before (Mon & Tue)	December 24 th & 25 th (25 th falls on Tuesday)
New Year's Day	January 1 st , 2019 (1 st falls on Tuesday)

Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes.

- Supervisor Klusaritz asked Mr. Bartlett for an update on the union negotiations.

Upon motion by Mark Hills, seconded by Ronald J. Heintzelman, Halloween shall be celebrated on Friday, October 26, 6-8 PM, no rain date, in North Whitehall Township in the year 2018. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

ESTABLISH MEETING TIMES

Upon motion by Mark Hills, seconded by Ronald J. Heintzelman, the schedule of other meetings for 2018 shall be as follows:

Zoning Hearing Board	3 rd Wednesday of each month at 7:30 PM as needed
Planning Commission	4 th Tuesday of each month at 7:30 PM as needed
Recreation Board	3 rd Monday of January, March, July and September at 7:30 PM

Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes.

- Mike Basta, Crestwood Dr., Schnecksville, noted the Zoning Hearing Board will discuss whether or not they will move the meeting date to the 2nd Wednesday of the month.

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End of Organization Begin Regular Business Mtg

APPROVAL OF PREVIOUS MINUTES

Upon motion by Ronald J. Heintzelman, seconded by Mark Hills, the minutes of the Board of Supervisors Meeting of December 4, 2017 were approved. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - abstained. There were no public comments on this item.

ANNOUNCEMENTS

1. The Township Auditors' Organization Mtg. is scheduled for January 4, 2018 at 6:00 PM.
2. Atty. Young announced that an executive session was held on December 11, 2017 to discuss matters of litigation and personnel.
3. Supervisor Heintzelman reported he spoke to a soldier stationed in Iraq who received township support packages. The soldier expressed his gratitude to the township.

TREASURER'S REPORT

DECEMBER 2017

Upon motion by Mark Hills, seconded by Ronald J. Heintzelman, the December 2017 Treasurer's report and checks # 12675-12754 were approved as presented. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - abstained.

- Mike Basta, Crestwood Dr., Schnecksville, asked how this year-end balance compared to last year's balance.

OLD BUSINESS:

APPLE BLOSSOM CIRCLE SUBDIVISION

EXTENSION OF TIME

The Board did not receive a new time extension offer for this meeting. Upon motion by Mark Hills, seconded by Dennis Klusaritz, the Board denied the Plan as the plan fails to meet SALDO section 10.07 which requires the installation of concrete curbing. The plan fails to meet SALDO Appendix C, which requires a cartway width of 36 feet where less is shown, the installation of sidewalks where no sidewalks are shown, the installation of guard rails where none are shown, and a maximum down slope of 3:1 where the down slope area (south side) shows a greater angle than is specified in the ordinance. The plan also fails to comply with Zoning Ordinance Section 505 regarding steep slopes. The plan does not contain the site plan required by Section 505.D. of the ordinance. Section 505.D. requires a site plan to be submitted for all development demonstrating compliance with 505.B. and/or 505.C. Such plan shall include proposed building and driveway locations, existing and proposed grading, and proposed tree preservation and landscaping. Such plan shall also show proper proposed erosion control and stormwater control measures. Types of soils to be shown on the plan. This plan fails to contain the plan and information required by Zoning Ordinance Section 505.D. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

NEW BUSINESS:

RUCH LOT LINE ADJUSTMENT

PRELIMINARY/FINAL

No one appeared before the Board to represent this plan. Upon motion by Dennis Klusaritz, seconded by Mark Hills, the Plan was tabled until the February meeting.

Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

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RESOLUTION 01-02-18

FEE SCHEDULE

Upon motion by Mark Hills, seconded by Ronald J. Heintzelman, Resolution 01-02-18 was adopted. Resolution 01-02-18 adopts, amends and revises the fee schedule for various services, equipment, goods and materials furnished by or through the Township. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

RELEASE OF ESCROWS FOR LEGAL & ENGINEERING

Timm Stoudt submitted a written request for release of funds from the unused balance of the legal and engineering escrow for the Minor Subdivision Plan of Timm & Nancy Stoudt.

Timm & Nancy Stoudt \$2,429.20

Upon motion by Mark Hills, seconded by Ronald J. Heintzelman, the Board authorized the Treasurer to return the escrow balance. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

RELEASE OF ESCROWS FOR LEGAL & ENGINEERING

After consultation with the Solicitor and the General Planning Engineer, Treasurer Brenda Norder recommended the following escrow for legal and engineering be returned:

Crystal Spring Subdivision \$ 7,592.37

Upon motion by Ronald J. Heintzelman, seconded by Mark Hills, the Board authorized the Treasurer to return the escrow balance. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

MANAGER'S REPORT:

- Mr. Bartlett announced that the Public Works Director, Garry Remaley, has retired after 44 years. The Township will formally recognize him at the February meeting. A search for his replacement has been started.
- Mr. Bartlett reminded resident that no vehicles are to be parked on any township roads during a snow event, also basketball ball hoops must be removed or they will be confiscated
 - Supervisor Klusaritz questioned Mr. Bartlett on the status of the following: the Carl Street property, the vacant house at Kolapechka Park, the Amanda Dr. drainage issue, recycling bins and the need for additional office staff. He also expressed his interest in restarting the Farmland Preservation Board.
 - Mike Basta, Crestwood Dr., Schnecksville, commented on a car parked on his street for an extended length of time and asked if there are state monies available to reimburse the township for the cost of salt.
 - Supervisor Hills commended the Public Works Department for their excellent response to snow events.

SOLICITOR'S REPORT: No report.

COMMENTS FROM THE FLOOR:

- Dick Getz, Mauch Chunk Rd., asked about the status of the 45 MPH speed limit on Mauch Chunk Road.
- William Ryan, Penn Hill Dr., Schnecksville, inquired about the status of his complaint about his neighbor's RV.

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ADJOURNMENT Meeting adjourned at 9:20 PM.

Respectfully submitted,

Brenda Norder, Secretary/Treasurer