

**ORGANIZATIONAL MEETING
NORTH WHITEHALL TOWNSHIP BOARD OF SUPERVISORS, JANUARY 3, 2017**

Supervisor Heinzelman 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 Steve Pany and Mark Hills, Attorney Lisa A. Young, Manager Jeff Bartlett and Secretary/Treasurer Brenda Norder.

ORGANIZATION

Supervisor Steve Pany nominated Supervisor Ronald J. Heintzelman as Chairman of the Board of Supervisors for the year 2017 seconded by Mark Hills. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Supervisor Ronald J. Heintzelman nominated Supervisor Steve Pany as Vice Chairman of the Board of Supervisors for the year 2017, seconded by Mark Hills. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, Brenda Norder was appointed Secretary/Treasurer and Chief Pension Administration Officer for the year 2017. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, Jeff Bartlett was appointed Township Manager for 2017. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, 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; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, 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 2017. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Ronald J. Heintzelman, seconded by Steve Pany, 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; Steve Pany - yes. There were no public comments on this item.

Upon motion by Ronald J. Heintzelman, seconded by Steve Pany, 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; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Mark Hills, Ronald J. Heintzelman was appointed as Community Services Director, Facilities and Recreation Director, and Community Information Team Leader for the year 2017, until December 31, 2017. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Ronald J. Heintzelman, seconded by Steve Pany, 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 2017, with the exception of the September meeting which will be held on the 2nd Monday of those months at 7:30 PM. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

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Upon motion by Ronald J. Heintzelman, seconded by Steve Pany, Steve Pany was appointed to the non-compensated position of Assistant Public Works Director for the year 2017. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, the Board of Supervisors named delegates to the annual PSATS Convention at Hershey, PA, April 23-26, 2017 to be Supervisors Mark Hills, Ronald J. Heintzelman, Steve Pany 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 Ronald J. Heintzelman was appointed as a voting delegate and Supervisor Mark Hills was appointed as alternate voting delegate. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, the maximum reimbursement mileage rate, for employees attending meetings, was set at 53.5 cents per mile, as established by the IRS, upon receipt of a valid insurance card. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, 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 2017. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Ronald J. Heintzelman, seconded by Steve Pany, Atty. Lisa Young was appointed as solicitor to the Board of Supervisors and to the North Whitehall Township Planning Commission for the year 2017. The rate of pay shall be as established in the fee schedule as authorized today as Resolution 01-03-17. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, Benchmark Engineering Services was appointed to do General Planning and Traffic Engineering for the year 2017. The rate of pay shall be as established in the fee schedule as authorized today as Resolution 01-03-17. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, Keystone Consulting Engineers was appointed as Sewage Projects Engineer for the year 2017. The rate of pay shall be as established in the fee schedule as authorized today as Resolution 01-03-17. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, 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 01-03-17. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

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

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Upon motion by Steve Pany, 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; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, Michael Basta was appointed to the Zoning Hearing Board for the years 2017 through 2019. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, the Zoning Hearing Board was authorized to employ qualified stenographic services for the year 2017. The Planning Commission and Board of Supervisors are to employ qualified stenographic services only when necessary and with the Board of Supervisors' approval for the year 2017. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, Tim Beil was appointed to the Building Codes Board of Appeal for the years 2017 through 2019, and Todd Kern was appointed to the Building Codes Board of Appeal for the years 2017 through 2020. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, Steve Laudenslager was appointed to the Building Codes Board of Appeal Alternate for the years 2017 through 2020. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, Scott Bieber was appointed Sewage Enforcement Officer for the year 2017. The rate of pay shall be as established in the fee schedule as authorized today as Resolution 01-03-17. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, Keystone Consulting Engineers, Inc. was appointed Alternate Sewage Enforcement Officer for the year 2017. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, 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; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, the Board of Supervisors retained G. H. Harris to collect delinquent Street Light Taxes for the year 2017. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, Leonard Nuss and John Barto III were appointed to the Planning Commission for the years 2017 through 2020. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, Rich Semmel was appointed 1st alternate and Rod Lowe was appointed 2nd alternate to the Planning Commission for the years 2017 through 2020. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

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Ronald J. Heintzelman, seconded by Mark Hills, Supervisor Steve Pany was appointed as the Board of Supervisors representative to the Planning Commission for the year 2017. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, Ray Deutsch was appointed to the North Whitehall Recreation Board for the years 2017 through 2021. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, Supervisor Mark Hills was appointed as the Board of Supervisors representative to the Recreation Board for the year 2017. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, Bruce Stettler and Ray Deutsch were appointed as representatives from North Whitehall to the Ironton Rail-Trail Oversight Committee for the year 2017. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, Paul Mantz was appointed as alternate representative from North Whitehall to the Ironton Rail-Trail Oversight Committee for the year 2017. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, 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 2017. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, Donald Jacobs was designated Township Fire Marshal and Assistant State Police Fire Marshal and Jim Steward was designated Assistant Township Fire Marshal and Assistant State Police Fire Marshal. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, Nelson Fogle was designated Emergency Management Director and Donald Jacobs and Brad Petrohoy were designated Deputy Directors. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, the following holidays were approved for the year 2017 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 20 th
Good Friday	April 14 th
Memorial Day	May 29 th
Independence Day	July 4 th (4 th falls on Tuesday)
Labor Day	September 4 th
Columbus Day	October 9 th
Thanksgiving Day and day after	November 23 rd & 24 th
Christmas Day and day after (Mon & Tue)	December 25 th & 26 th (25 th falls on Monday)
New Year's Day	January 1 st , 2018 (1 st falls on Monday)

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

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Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, Halloween shall be celebrated on Friday, October 27, 6-8 PM, no rain date, in North Whitehall Township in the year 2017. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

ESTABLISH MEETING TIMES

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, the schedule of other meetings for 2017 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, May and September at 7:30 PM

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

End of Organization Begin Regular Business Mtg

APPROVAL OF PREVIOUS MINUTES

Upon motion by Ronald J. Heintzelman, seconded by Steve Pany, the minutes of the Board of Supervisors Meeting of December 5, 2016 were approved. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

ANNOUNCEMENTS

1. The Township Auditors' Organization Mtg. is scheduled for January 4, 2017 at 6:00 PM.

Upon motion by Steve Pany, seconded by Mark Hills, the December 2016 Treasurer's report was approved as presented and the Treasurer was authorized to disburse General Fund checks # 11558-11646. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

OLD BUSINESS: No Old Business.

NEW BUSINESS:

APPLE BLOSSOM CIRCLE SUBDIVISION EXTENSION OF TIME

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, the Board accepted an extension of time, until July 31, 2017, in order for the Board to review the Subdivision Plan of Apple Blossom Circle and so that the Developer can resolve outstanding issues with several outside agencies. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

REQUEST FOR WAIVER OF AGENDA SUBMISSION TIME HOPPES

Robert Hoppes, on behalf of the Minor Subdivision for Crystal Spring Associates, Bellview Road 2 Lots, submitted a written request that the Board grant a waiver from the submission date requirement in order that they may be placed on the agenda for the Planning Commission Meeting on January 24. Upon motion by Ronald J. Heintzelman, seconded by Mark Hills, the Board denied the request and recommended it for the February meeting. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes.

- Leonard Nuss, Hill St., Coplay, inquired if there was anything else scheduled for the January Planning Commission meeting.

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RESOLUTION 01-03-17

FEE SCHEDULE

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, Resolution 01-03-17 was adopted. Resolution 01-03-17 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; Steve Pany - yes. There were no public comments on this item.

RESOLUTION 01-03-17A

APPOINTMENT OF A CPA

Upon motion by Mark Hills, seconded by Ronald J. Heintzelman, the Board adopted Resolution 01-03-17A. Resolution 01-03-17A appointed the accounting firm of Kirk, Summa & Co. to conduct the North Whitehall Township fiscal year 2016 Audit. The intention to appoint was duly advertised. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

MANAGER'S REPORT:

- Mr. Bartlett thanked the Board for his reappointment.

SOLICITOR'S REPORT:

- Atty. Young noted that an Executive Session was held on December 7, 2016 to discuss employee matters.
- Atty. Young announced she will be placing liens on several sewer accounts that are over \$700.00.

COMMENTS FROM THE FLOOR:

- Dick Getz, Mauch Chunk Rd., Coplay, inquired why the township doesn't abide by the ordinances that have been adopted.
- Eugene Wolfgang, Faye Dr., Orefield, asked about the status of the Coffeetown Road Bridge.
- Dick Getz, Mauch Chunk Rd., Coplay, asked about the status of the 45 MPH speed limit on Mauch Chunk Road.
- Ronald Roth, Rt 309, Schnecksville, inquired about the status of the traffic signal at Mauch Chunk and Levans Roads, the Walmart store and the proposed sewer plant.
- Leonard Nuss, Hill St., Coplay, inquired if the Schnecksville North sewer plant was private.

ADJOURNMENT Meeting adjourned at 8:22 PM.

Respectfully submitted,

Brenda Norder, Secretary/Treasurer