

**ORGANIZATIONAL MEETING  
NORTH WHITEHALL TOWNSHIP BOARD OF SUPERVISORS, JANUARY 3, 2023**

Supervisor Geosits 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 Dennis Klusaritz and Ronald J. Heintzelman, Attorney Thomas Dinkelacker, Manager Randy Cope, Engineer Steve Gitch, and Secretary Jessica Koenig.

**ORGANIZATION**

Supervisor Dennis Klusaritz nominated Supervisor Al Geosits as Chairman of the Board of Supervisors for the year 2023, seconded by Ronald J. Heintzelman. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

Supervisor Al Geosits nominated Supervisor Dennis Klusaritz as Vice Chairman of the Board of Supervisors for the year 2023, seconded by Ronald J. Heintzelman. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

Upon motion by Dennis Klusaritz, seconded by Al Geosits, Jessica Koenig was appointed Secretary/Deputy Treasurer and Interim Chief Pension Administration Officer for the year 2023. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

Upon motion by Al Geosits, seconded by Dennis Klusaritz, Brenda Norder was appointed Interim Treasurer until March 7, 2023. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

Upon motion by Al Geosits, seconded by Ronald J. Heintzelman, the Board of Supervisors established the Finance Director/Treasurer's Bond at a limit of \$2,000,000.00. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

Upon motion by Ronald J. Heintzelman, seconded by Al Geosits, The Neffs National Bank and The First Northern Bank and Trust are retained as depositories for North Whitehall Township funds for the year 2023. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

Upon motion by Ronald J. Heintzelman, seconded by Al Geosits, the three (3) Supervisors, the Manager and the Interim Treasurer are authorized to sign checks drawn on accounts of North Whitehall Township; two (2) signatures are required on all checks, one being the Interim Treasurer's. Roll call: Al Geosits - 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 Board of Supervisors set the regular Board of Supervisors' meeting dates for the first Monday of each month at 7:00 PM, for the year 2023, with the exception of the September meeting, which will be held on the 2<sup>nd</sup> Monday of the respective month at 7:00 PM. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

Upon motion by Al Geosits, seconded by Dennis Klusaritz, the Board of Supervisors named delegates to the annual PSATS Convention at Hershey, PA, April 23-26, 2023 to be Supervisors Al Geosits, Ronald J. Heintzelman, Dennis Klusaritz, Manager Randy Cope, Secretary Jess Koenig, and Zoning Officer Jeff Mouer. The Board also authorized the Manager, Zoning Officer, and Secretary 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 Heintzelman was appointed as a voting delegate and Supervisor Geosits was appointed as alternate voting delegate. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

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Upon motion by Al Geosits, seconded by Dennis Klusaritz, the maximum reimbursement mileage rate, for employees attending meetings, will be set at the established 2023 rate approved by the IRS, upon receipt of a valid insurance card. Roll call: Al Geosits – yes; Ronald J. Heintzelman – yes; Dennis Klusaritz - yes. There were no public comments on this item.

**ESTABLISH MEETING TIMES**

Upon motion by Dennis Klusaritz, seconded by Al Geosits, the schedule of other meetings for 2023 shall be as follows:

Zoning Hearing Board	3 <sup>rd</sup> Wednesdays of each month at 7:00 PM as needed
Planning Commission	4 <sup>th</sup> Tuesdays of each month at 7:00 PM as needed
Recreation Board	3 <sup>rd</sup> Mondays of January, March, July and Sept. at 7:00 PM
Farmland Preservation/Open Space	2 <sup>nd</sup> Thursdays in February, April, July, and October at 7:00 PM

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

Upon motion by Dennis Klusaritz, seconded by Al Geosits, the Board of Supervisors appointed the following professional and third-party services for the 2023 year.

1. Township Solicitor – Norris McLaughlin, Attorneys at Law
2. Alternate Township Solicitor – Davison & McCarthy
3. Zoning Hearing Board Solicitor – Attorney Ashcraft
4. Alternate Zoning Hearing Board Solicitor – Attorney Strack
5. General Planning & Traffic Engineer – Keystone Consulting Engineers
6. Special Projects Engineer – Gilmore and Associates
7. Sewage Enforcement Officer – Steve Gitch, Keystone Consulting Engineers
8. Alternate Sewage Enforcement Officer – Eric Erb, Chris Noll, and Steve Hawk
9. Collection of delinquent Real Estate Taxes, Street Light Assessments, and Sewer Fees – Portnoff Law Associates
10. Acting Zoning Officer in the absence of the Zoning Officer – Steve Gitch, Keystone Consulting Engineers.
11. Alternate BCO – Barry Issett and Associates
12. Primary third-party code inspection agencies – Barry Issett & Associates and Keycodes Inspection Agency. Lehigh Valley Inspection Agency is required to close out all existing projects.

The rates of pay shall be as established in the fee schedule as authorized today by Resolution 01-03-23. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

Upon motion by Al Geosits, seconded by Dennis Klusaritz, the Board of Supervisors appointed the following individuals to the Boards/Commissions/Committees for the terms specified below:

1. Building Codes Board of Appeals – Tim Beil for the years 2023 through 2025.
2. Zoning Hearing Board – Joseph Rentko for the years 2023 through 2025.
3. Planning Commission – Jeff Johnson & Brian Horwith for the years 2023 through 2026.
4. Recreation Board – Melissa Uff & Jennifer Costello for the years 2023 through 2027.
5. Farmland & Open Space Preservation Committee – Ronald J. Heintzelman, Mark Yacilla & Susan Williams for the years 2023 through 2025.
6. Vacancy Board Chairman – Scott Mellen.

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

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Upon motion by Dennis Klusaritz, seconded by Ronald J. Heintzelman, Supervisor Geosits was appointed as the Board of Supervisors representative to the Planning Commission for the year 2023. Roll call: Al Geosits - 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, Supervisor Geosits was appointed as the Board of Supervisors representative to the Recreation Board for the year 2023. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

Upon motion by Ronald J. Heintzelman, seconded by Al Geosits, Supervisor Klusaritz was appointed as the Board of Supervisors representative to the Farmland and Open Space Preservation Committee. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - 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 Al Geosits, the minutes of the Board of Supervisors Meeting of December 5, 2022 and the December 12, 2022 Board Workshop were approved. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

**ANNOUNCEMENTS**

1. The Township Auditors' Organization Mtg. is scheduled for January 4, 2023 at 7:00 PM.
2. The Township received the following proposal for addition to the North Whitehall Township Agricultural Security Area: Theodore J. Rohr Jr. 4668 Mulberry St. 82 acres +/-

**EXECUTIVE SESSION**

An executive session was held January 3, 2023 at 6:30 PM to discuss litigation matters and potential purchase of real estate.

**TREASURER'S REPORT**

**DECEMBER 2022**

Upon motion by Ronald J. Heintzelman, seconded by Al Geosits, the December 2022 Treasurer's report and checks # 17779 - 17847 were approved as presented. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

**OLD BUSINESS:** No Old. Business

**NEW BUSINESS:**

**TCM BANK CREDIT CARDS**

**ACCOUNT ADMINISTRATORS**

Upon motion by Dennis Klusaritz, seconded by Al Geosits, the following are authorized to manage and act as administrators of the TCM Bank Credit Card accounts. Manager Randy Cope, Township Secretary Jessica Koenig, and the future Finance Director. In addition, the Board authorizes removing Brenda Norder as account administrator. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

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**RESOLUTION 01-03-23**

**FEE SCHEDULE**

Upon motion by Dennis Klusaritz, seconded by Al Geosits, Resolution 01-03-23 was adopted. Resolution 01-03-23 adopts, amends and revises the fee schedule for various services, equipment, goods and materials furnished by or through the Township. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

**RESOLUTION 01-03-23A**

**APPOINTMENT OF A CPA**

Upon motion by Ronald J. Heintzelman, seconded by Dennis Klusaritz, the Board adopted Resolution 01-03-23A. Resolution 01-03-23A appointed the accounting firm of Campbell, Rappold, Yurasits LLP to conduct the North Whitehall Township fiscal year 2022 Audit. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item

**PROPOSED ZONING AGREEMENT**

**HUNSICKER**

Upon motion by Dennis Klusaritz, seconded by Al Geosits, the Board approved the proposed Zoning Agreement between North Whitehall Township and K E Hunsicker Properties, LLC; whereby the parties establish the conditions under which the Township will not oppose Hunsicker's application for a Special Exception relating to the shared use of the funeral home located at 3438 PA Route 309, subject to such minor revisions as may be agreed to by the Township Manager and Solicitor. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes.

- Brian Horwith, Springfield Dr., Coplay, inquired if there was a condition related to the cross traffic on Shankweiler Road.
- Tom VanVreede, Church Dr., Coplay inquired what the dual usage of the commercial space would be.

**PROPOSED SETTLEMENT AGREEMENT**

**NAMMOUS/MOHMAD**

Upon motion by Dennis Klusaritz, seconded by Ronald J. Heintzelman, the Board approved the proposed Settlement Agreement between North Whitehall Township, Plaintiff, Ziad Nammous and Jaber Mohmad, Defendants, filed at Civil Action 2022-C-0878 in the Court of Common Pleas of Lehigh County relating to the certain code violations and recovery of attorney fees, subject to such minor revisions as may be agreed to by the Township Manager and Solicitor. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

**MANAGER'S REPORT:**

• **NEW HIRE**

**FULL TIME RECEPTIONIST/OFFICE ASSISTANT**

Upon motion by Dennis Klusaritz, seconded by Al Geosits, the Board approved the hiring of Courtney Corona as full time Receptionist/Office Assistant. Ms. Corona's first day of employment is set for January 4, 2023. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

• **NEW HIRE**

**DIRECTOR OF FINANCE/TREASURER**

Upon motion by Dennis Klusaritz, seconded by Al Geosits, the Board approved the hiring of Seth O'Neill as Director of Finance/Treasurer. Mr. O'Neill's first day of employment is set for January 23, 2023. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

• **NEW HIRE**

**CODE ENFORCEMENT OFFICER**

Upon motion by Dennis Klusaritz, seconded by Al Geosits, the Board approved the hiring of Aubrie Miller as Code Enforcement Officer. Ms. Miller's first day of employment is set for January 23, 2023. Roll call: Al Geosits- yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

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*MANAGERS REPORT continued –*

- Important Dates:  
Jan. 16 Parks and Recreation Board 7 PM;  
Jan. 17 Ironton Rail Trail Meeting 7 PM;  
Jan. 18 Zoning Hearing Board 6:30 PM; and  
Feb. 6 Board of Supervisors 7 PM
- Rehabilitation of the stormwater pipe at Clearview and Egypt Road has been completed. Public Works will be doing additional work along Clearview Road to reduce the previously reported icing hazards.
- A Board of Supervisors public workshop was held on December 12, 2022 to discuss Township hours of operation and the potential of a four-day work week for staff.
- We are still awaiting notification from DCNR regarding the previously submitted grant for Laurys Firehouse Park.
- The buildings and E&S controls are scheduled to start this month. Demolition is proposed to start at the end of January or beginning of February.
- The traffic/accident history report has been received for the 873/Neffs Laurys/Bellview intersection as well as three potential design concepts.
- We have received three options for the Park Valley Road Bridge replacement. The assigned engineer and staff have given their recommendation. The next steps in the process include acquiring additional ROW, obtaining required permits and going out to bid. Construction is proposed after school lets out for summer break.
- Surveys and draft easements have been completed for the Grist Mill Road Culvert. Both property owners are currently reviewing documentation before signing easements. Once the signed are signed the Township will be going out to bid.
- Township Manager Randy Cope and Zoning Officer Jeff Mouer will be meeting with Gilmore & Associates January 4, 2023 to discuss implementation and a kick-off to the Zoning Ordinance Update.

**COMMENTS FROM THE FLOOR:**

- Rich Semmel, Clearview Rd., Coplay, inquired if the work being done on Clearview Road will address both areas that were reported to having icing hazards.
- Brian Horwith, Springfield Dr., Coplay, inquired about the timeline for the new Comp Plan.

**ADJOURNMENT** Meeting adjourned at 8:12 PM.

Respectfully submitted,

Jessica Koenig, Secretary/Deputy Treasurer