

**ORGANIZATIONAL MEETING
NORTH WHITEHALL TOWNSHIP BOARD OF SUPERVISORS, JANUARY 4, 2021**

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

ORGANIZATION

Supervisor Mark Hills nominated Supervisor Ronald J. Heintzelman as Chairman of the Board of Supervisors for the year 2021, 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 2021, 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 Ronald J. Heintzelman, seconded by Mark Hills, Brenda Norder was appointed Secretary/Treasurer and Chief Pension Administration Officer for the year 2021. 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 Mark Hills, Chris Garges was appointed Township Manager. 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 Board of Supervisors established the Treasurer's Bond at a limit of \$2,000,000.00. 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 Dennis Klusaritz, The Neffs National Bank and The First Northern Bank and Trust were retained as depositories for North Whitehall Township funds for the year 2021. 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 three (3) 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 Dennis Klusaritz, 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.

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 7:30 PM, for the year 2021, with the exception of the July meeting and the September meeting, both of which will be held on the 2nd Monday of the respective months 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 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 2021. The rate of pay shall be as established in the fee schedule as authorized today as Resolution 01-04-21. 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 Board of Supervisors named delegates to the annual PSATS Convention at Hershey, PA, April 18-21, 2021 to be Supervisors Mark Hills, Ronald J. Heintzelman, Dennis Klusaritz and Manager Chris Garges, Administrative Assistant Jess Koenig and Secretary/Treasurer Brenda Norder, and authorized the Manager, Administrative Assistant, 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; Dennis Klusaritz - yes. There were no public comments on this item.

Upon motion by Mark Hills, seconded by Ronald J. Heintzelman, the maximum reimbursement mileage rate, for employees attending meetings, shall be set at the established 2021 rate approved 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 Ronald J. Heintzelman, seconded by Mark Hills, 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 2021. 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 was appointed to do General Planning and Traffic Engineering for the year 2021. The rate of pay shall be as established in the fee schedule as authorized today as Resolution 01-04-21. 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 was appointed as Sewage Enforcement Officer and Sewage Projects Engineer for the year 2021. The rate of pay shall be as established in the fee schedule as authorized today as Resolution 01-04-21. 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, Scott Beiber, Chris Noll & Steve Hawk were appointed Alternate Sewage Enforcement Officers for the year 2021. 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 Dennis Klusaritz, 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 01-04-21. 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 Tax Collector was authorized to collect Real Estate Taxes, Street Light Taxes, and to bill interims. The Tax Collector 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. There were no public comments on this item.

Upon motion by Ronald J. Heintzelman, seconded by Dennis Klusaritz, the Board of Supervisors retained Portnoff Law Associates to collect all delinquent Real Estate Taxes, Street Light Assessments and Sewer Fees for the year 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 Dennis Klusaritz, 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; 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 and Barry Isett & Associates, Inc was appointed Township Building Code Official, as required by Act 45, the UCC. 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, Todd Kern was appointed to the Building Codes Board of Appeals for the years 2021 through 2024. 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, Eugene Wolfgang was appointed to the Zoning Hearing Board for the years 2021 through 2023. 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, Terry Hoffman was appointed to the Zoning Hearing Board to fulfill the unexpired term of Sheila Horwith until 12/31/22. 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, Sheila Horwith was appointed as an alternate to the Zoning Hearing Board to fulfill the unexpired term of Terry Hoffman until 12/31/21. 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, Leonard Nuss and John Barto were appointed to the Planning Commission for the years 2021 through 2024. 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, Rod Lowe was appointed alternate to the Planning Commission for the years 2021 through 2024. 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, Supervisor Dennis Klusaritz was appointed as the Board of Supervisors representative to the Planning Commission for the year 2021. 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, Holly Krause & Jenny Krumrine were appointed to the North Whitehall Recreation Board for the years 2021 through 2025. 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 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 Ronald J. Heintzelman, seconded by Dennis Klusaritz, a Vacancy Board is hereby established in North Whitehall Twp; Scott Mellen was appointed to be chairman of such board for the year 2021. 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 2021 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 15 th
Good Friday	April 2 nd
Memorial Day	May 31 st
Independence Day	July 5 th (4 th fall on Sunday)
Labor Day	September 6 th
Columbus Day	October 11 th
Thanksgiving Day and day after	November 25 th & 26 th
Christmas Day and day before (Thu & Fri)	December 23 rd & 24 th
New Year's Day	December 31 st , 2021 (1 st falls on Saturday)

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 Dennis Klusaritz, Halloween shall be celebrated on Friday, October 29, 6-8 PM, no rain date, in North Whitehall Township in the year 2021. 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 Dennis Klusaritz, the schedule of other meetings for 2021 shall be as follows:

Zoning Hearing Board	3 rd Wednesdays of each month at 7:30 PM as needed
Planning Commission	4 th Tuesdays of each month at 7:30 PM as needed
Recreation Board	3 rd Mondays of January, March, July and Sept. at 7:30 PM
Farmland Preservation/Open Space	1 st Thursday in February at 2 PM, 2 nd Thursdays in April, July, and October at 7:30 PM

Roll call: Mark Hills - 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 Dennis Klusaritz, seconded by Mark Hills, the minutes of the Board of Supervisors Meeting of December 7, 2020, the December 10, 2020 Workshop and the December 28, 2020 Special Meeting were approved. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

ANNOUNCEMENTS

1. The Township Auditors' Zoom Organization Mtg. is scheduled for January 5, 2021 at 7:00 PM.
2. Executive Sessions were held on December 10 and December 28, 2020 for the purpose of litigation, employee issues and Real Estate issues.

ORGANIZATIONAL MEETING

TREASURER’S REPORT

DECEMBER 2020

Upon motion by Dennis Klusaritz, seconded by Mark Hills, the December 2020 Treasurer’s report and checks #15728-15803 were approved as presented. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

OLD BUSINESS: No Old Business.

NEW BUSINESS:

REQUEST FOR PROPOSAL

LAWN MOWING SERVICES

Upon motion by Mark Hills, seconded by Dennis Klusaritz, the Board authorized the approval of the RFP (request for proposal) and authorization to solicit proposals for lawn mowing services. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

EXONERATION OF TAXES

VETERAN’S EXEMPTION

Upon motion by Mark Hills, seconded by Dennis Klusaritz, the Board approved the request from the PA Department of Military & Veterans Affairs, on behalf of Philip Anfuso, for exoneration from collection of his Real Estate property tax and for a pro-rated refund of his Real Estate property tax in the amount of \$105.03. Mr. Anfuso is a qualified applicant for Disabled Veterans Real Estate Property Tax Exemption.

The Board also approved the request from the PA Department of Military & Veterans Affairs, on behalf of Michael Procanyn, for exoneration from collection of his Real Estate property tax. Mr. Procanyn is a qualified applicant for Disabled Veterans Real Estate Property Tax Exemption. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

RELEASE OF ESCROW FOR LEGAL & ENGINEERING STROHL ROAD/JAINDL

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

Strohl Road/Jaindl \$ 8,694.25

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

RIDINGS AT PARKLAND PHASE II

TIME EXTENSION

Upon motion by Ronald J. Heintzelman, seconded by Mark Hills, the Board accepted an extension of time, until March 31, 2021, in order for the Board to review the Plan of the Ridings at Parkland Phase II. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

RESOLUTION 01-04-21

FEE SCHEDULE

Upon motion by Mark Hills, seconded by Ronald J. Heintzelman, Resolution 01-04-21 was adopted. Resolution 01-04-21 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.

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MANAGER'S REPORT:

- Mr. Garges reported that the Township currently has an opening on the Farmland Preservation/Open Space Board. Deadline for interested residents to submit a letter of interest is January 31, 2021;
- He also reported that the Township has advertised for a full-time Planning Assistant/Special Project Coordinator. Deadline for submitting resumes is January 22, 2021.
- Mr. Garges announced the following: the winter newsletter has been mailed to residents, the Zoning Board will meet on January 20 and January 27, 2021 at 7:30 PM, and the Planning Commission will meet on January 29, 2021 at 7:30 PM.

SOLICITOR'S REPORT:

- Atty. Lisa Young thanked Administrative Assistant Jess Koenig for a great job in assisting with the managing the execution of right-of-way documents for the township.
- Atty. Young requested a motion authorizing Ms. Koenig to take necessary classes to obtain her notary certification and stamp for township purposes.

MOTION - Upon motion by Mark Hills, seconded by Dennis Klusaritz, the Board approved the request for Ms. Koenig to pursue notary certification. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

COMMENTS FROM THE FLOOR:

There were no comments.

ADJOURNMENT Meeting adjourned at 7:57 PM.

Respectfully submitted,
Brenda Norder, Secretary/Treasurer