



**ORGANIZATIONAL MEETING
NORTH WHITEHALL TOWNSHIP BOARD OF SUPERVISORS, JANUARY 2, 2024**

Supervisor Geosits called the Organizational Meeting to order at 7:00 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, Engineer Steve Gitch, Manager Randy Cope, Director of Planning and Zoning Jeff Mouer, Director of Finance Seth O'Neill, Director of Public Works Rick Holtzman, and Secretary Jessica Koenig.

This meeting is being recorded. Upon approval of the minutes by the Board of Supervisors the electronic recording file will be destroyed.

ORGANIZATION

Supervisor Dennis Klusaritz nominated Supervisor Al Geosits as Chairman of the Board of Supervisors for the year 2024, 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 Ronald J. Heintzelman nominated Supervisor Dennis Klusaritz as Vice Chairman of the Board of Supervisors for the year 2024, seconded by Al Geosits. 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, Jessica Koenig was appointed Secretary/Deputy Treasurer and Right to Know Officer for the year 2024. 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, Seth O'Neill was appointed Director of Finance/Treasurer and Chief Pension Administrator for the year 2024. 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 Dennis Klusaritz, seconded by Al Geosits, Aubri Miller was appointed as Zoning Officer and BCO for the year 2024. 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, Jeff Mouer was appointed as alternate Zoning Officer and Alternate BCO in the absence of the Zoning Officer and BCO. 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, The Neffs National Bank and The First Northern Bank and Trust are retained as depositories for North Whitehall Township funds for the year 2024. 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 three (3) Supervisors, the Manager and the Finance Director/Treasurer are authorized to sign checks drawn on accounts of North Whitehall Township; two (2) signatures are required on all checks, one being the Finance Director. Roll call: Al Geosits - ; Ronald J. Heintzelman - ; Dennis Klusaritz - . There were no public comments on this item.

Upon motion by Al Geosits, 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 2024, with the exception of the September meeting, which will be held on the 2nd 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, Supervisor Ronald J. Heintzelman was appointed as a PSATS voting delegate and Supervisor Al Geosits was appointed as alternate voting delegate. The Board of Supervisors named delegates to the annual PSATS Convention at Hershey, PA, April 14-17, 2024 to be Supervisors Al Geosits, Ronald J. Heintzelman, Dennis Klusaritz, Manager Randy Cope, Secretary Jess Koenig, Director of Public Works Rick Holtzman, and Zoning Officer Aubrie Miller. The Board also authorized the attending Township employees to be compensated at their regular employee rate during their attendance at the convention. Attendees to the PSATS Convention shall be reimbursed actual expenses 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 maximum reimbursement mileage rate, for employees attending meetings, will be set at the established 2024 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 2024 shall be as follows:

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

The rates of pay shall be as established in the fee schedule as authorized today by Resolution 01-02-24. Roll call: Al Geosits - ; Ronald J. Heintzelman - ; Dennis Klusaritz; . There were no public comments on this item.

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Upon motion by Al Geosits, seconded by Ronald J. Heintzelman, the Board of Supervisors appointed the following professional and third-party services for the 2024 year.

1. Township Solicitor – Norris McLaughlin, Attorneys at Law
2. Alternate Township Solicitor – Davison & McCarthy
3. International Property Maintenance Code Solicitor – Attorney Fox
4. Building Code Board of Appeals Solicitor – Attorney Fox
5. General Planning & Traffic Engineer – Keystone Consulting Engineers
6. Special Projects Consultant – Gilmore and Associates
7. Sewage Enforcement Officer – Steve Gitch, Keystone Consulting Engineers
8. Alternate Sewage Enforcement Officer – Eric Erb, Chris Noll, and Steve Hawk Keystone Consulting Engineers.
9. Primary third-party code inspection agencies – Barry Isett & Associates and Keycodes Inspection Agency.
10. Collection of delinquent sewer bills and other Municipal claims – Norris McLaughlin, Attorneys at Law

The rates of pay shall be as established in the fee schedule as authorized today by Resolution 01-02-24B. 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 individuals to the Boards/Commissions/Committees for the terms specified below:

1. Building Codes Board of Appeals – Scott Bigley for the years 2024 through 2025.
2. Zoning Hearing Board – Eugene Wolfgang for the years 2024 through 2026.
3. Planning Commission – Richard Fuller & Richard Semmel for the years 2024 through 2027.
4. Recreation Board – Melissa Uff & Jennifer Costello for the years 2023 through 2027.
5. Farmland & Open Space Preservation Committee – Marlene Stofflet, and Paul Semmel for the years 2024 through 2026.
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.

Upon motion by Dennis Klusaritz, seconded by Ronald J. Heintzelman, Supervisor Al Geosits was appointed as the Board of Supervisors representative to the Planning Commission for the year 2024.

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, Supervisor Al Geosits was appointed as the Board of Supervisors representative to the Recreation Board for the year 2024. 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, Supervisor Klusaritz was appointed as the Board of Supervisors representative to the Farmland and Open Space Preservation Committee for the year 2024. 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

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APPROVAL OF PREVIOUS MINUTES

Upon motion by Al Geosits, seconded by Dennis Klusaritz, the minutes of the Board of Supervisors Meeting of December 4, 2023 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 3, 2024 at 7:00 PM.
2. The Township Manager received intent to resign from the Township Emergency Management Director, Nelson Fogle. Mr. Fogle has agreed to stay on until the position is filled. The Township is working on an updated job description for the position.

TREASURER'S REPORT

DECEMBER 2023

Upon motion by Al Geosits, seconded by Dennis Klusaritz, the December 2023 Treasurer's report and checks #18835 – 18927 were approved as presented. Roll call: Al Geosits - yes; Ronald J. Heintzelman – yes; Dennis Klusaritz - yes. There were no public comments on this item.

PRESENTATIONS: No presentations

OLD BUSINESS:

NORTH WHITEHALL TOWNSHIP H.O.P

**KINGS ROUND ABOUT PROJECT
RESOLUTION 01-02-24**

Upon motion by Al Geosits, seconded by Dennis Klusaritz, the Board authorized Resolution 01-02-24. Resolution 01-02-24 authorizes the Township Manager to sign off on Highway Occupancy Permits #323821 Schneck Road, and 323822 sidewalks and curbing. The Township Manager was also authorized to sign off on Highway Occupancy Permit #323823 subsequent to a stormwater operation maintenance and indemnity agreement to the satisfaction of the Township. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

- Rich Semmel, Clearview Rd., Coplay, inquired if the stormwater maintenance will be a shared cost with the state or if the developer will be responsible for it.

DISCUSSION/UPDATE:

DISCUSSION FOR DIRECTION FROM THE BOARD :

- Neffs Park – Treehouse Pavilion
- Independence Park – Pump Track
- Ironton Rail Trail – Highway Occupancy Permit
 - Supervisors Geosits inquired about updating the International Property Maintenance Code Ordinance as well about continued stormwater issues at Route 145 and Clearview Road.
 - Rich Semmel, Clearview Rd., Coplay, confirmed to his knowledge the pipe coinciding with the issue has not been pumped out in quite a few year.

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RESOLUTIONS:

RESOLUTION 01-02-24A **CAMP FOWLER PRELIMINARY/FINAL PLAN**

William Fangan, project engineer from Langan, presented the plan. Upon motion by Al Geosits, seconded by Dennis Klusaritz, the Board approved Resolution 01-02-24A. Resolution 01-02-24A approves the Camp Fowler Preliminary/Final Plan. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

RESOLUTION 01-02-24B **FEE SCHEDULE**

Upon motion by Ronald J. Heintzelman, seconded by Dennis Klusaritz, Resolution 01-02-24B was adopted. Resolution 01-02-24B 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 01-02-24C **TAX LEVY RESOLUTION**

Upon motion by Dennis Klusaritz, seconded by Al Geosits, the Board adopted Tax Levy Resolution 01-02-24C contingent upon the date error on page one of the Resolution being corrected. Tax Resolution 01-02-24C establishes the 2024 rates as follows:

1. Real Estate to be .5 mill of assessed valuation;
2. Open Space/Farmland Preservation tax .1 mill
3. Street Light Assessment will be based on a flat rate of \$45.00/residential and \$1,825.00/institutional
4. Real Estate Transfer Tax at the rate of ½ of 1%
5. Earned Income Tax at the rate of ½ of 1%.
6. Local Service Tax at the rate of \$47.00

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

- Jim Steward, Park Ave, Neffs, asked if the Township was able to resolve the \$5 LST issue with the School District.

MOTIONS:

ADDITION OF NON-TOWNSHIP-EMPLOYEE SUPERVISOR TO THE TOWNSHIP LIFE INSURANCE AND DENTAL PLAN

Upon motion by Al Geosits, seconded by Ronald J. Heintzelman, the Board authorized the addition of Supervisor Dennis Klusaritz to the Township Life Insurance Plan as well as the Township Dental Plan as a Non-Township-Employee supervisor. Supervisor Klusaritz will be responsible for reimbursing the Township at the current health benefit contribution rate of 10%. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - abstain. There were no public comments on this matter.

EMPLOYMENT AGREEMENT **TOWNSHIP MANAGER**

Upon motion by Dennis Klusaritz, seconded by Al Geosits, the Board approved Township Manager Randy Cope's Employee Agreement memorializing the parameters of the Township Managers employment for the years 2024-2026. Roll call : Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

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TOWNSHIP BUILDING RENOVATION

ENGAGE A CONSTRUCTION MANAGER

Upon motion by Al Geosits, seconded by Dennis Klusaritz, the Board authorized the Township Manager to engage The Pelorus Group as Construction Manager for the Township building renovation project. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

GRISTMILL ROAD CULVERT PROJECT

BID AWARD

Upon motion by Al Geosits, seconded by Dennis Klusaritz, the Board tabled the award of the bid for the Gristmill Road Culvert. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

MANAGER'S REPORT:

- Important Dates:
 - Recreation Board Meeting – Monday, January 15, at 7 PM;
 - Zoning Hear Board – Wednesday, January 17, at 7 PM;
 - Planning Commission – Tuesday, January 23, at 7 PM
- The Shady Lane Drainage Project has been completed and is working as anticipated. Even with the heavy rains, we have not experienced any sediment spilling out onto the road.
- Leaf collection has concluded, and we are ready for the potential snow storm this weekend.
- The Township Public Works team started cleaning up the property in violation at 2668 Neffs Laurys Road. Crews began work there today and have made a significant impact already.
- Staff will be working on RFP's for the Township's Pension Plan. This plan has not been competitively researched since 1994 and we want to make sure we are getting the best deal possible for the Township and staff.
- We will also be working on RFP to solicit proposals from engineering firms and consultants to assist staff with developing the multi-year Capital Improvement Plan for our bridges, culverts, and other Township infrastructure. This plan will be used to prioritize repairs and assist in the budget process.
- Two of the three full-time positions are currently advertised for resumes. The Public Works General Services Supervisor position will have interviews starting next week, and will begin interviews for the Grants, Preservation and Trails Manager starting the week of January 15. Both positions have received significant interest, and we plan to make formal recommendations to the Board at the February 5 meeting.
- The Hoffman Farm on Scheidy's Road officially entered Farmland Preservation on Tuesday, December 19 and the preservation signs have been installed.
- The Township received \$383,330 from an H2O Grant that we submitted in December of 2022. Special thanks to Senator Coleman and Representative Mako for helping North Whitehall lobby for these funds. These funds will be used to help tackle five stormwater projects throughout the Township that are a requirement by DEP to help reduce sediment and pollutants into our waterways and part of MS4 permit.

COMMENTS FROM THE FLOOR: No comments from the floor.

ADJOURNMENT Meeting adjourned at 8:29 PM.

Respectfully submitted,

Jessica Koenig, Secretary/Deputy Treasurer