



**NORTH WHITEHALL TOWNSHIP BOARD OF SUPERVISORS
NORTH WHITEHALL TOWNSHIP MUNICIPAL BUILDING
OCTOBER 2, 2023**

Chairman Al Geosits called the meeting to order at 7:00 PM followed by the Pledge of Allegiance and a moment of silence. In attendance, were Supervisor Dennis Klusaritz, Supervisor Ronald J. Heintzelman, Township Manager Randy Cope, Attorney Tom Dinkelacker, Engineer Steve Gitch, Director of Planning and Zoning Jeff Mouer, Director of Finance Seth O'Neill, Public Works Director Rick Holtzman, and Secretary/Deputy Treasurer Jessica Koenig.

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

APPROVAL OF PREVIOUS MINUTES

Upon motion by Ronald J. Heintzelman, seconded by Al Geosits, the Board of Supervisors Meeting minutes of September 11, 2023 and the bid opening minutes of September 29, 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. Township Office's will be closed Monday October 9th for the Columbus Day Holiday and Thursday October 19th for the Senior Citizen's Activity Day event held at Union Lutheran Church.
2. Township Trick or Treat will be held Friday, October 27th with a rain date of Saturday October 28th.
3. The Township received the following proposal from Whitehall Township for addition to the North Whitehall Township Agricultural Security Area with a submission date effective July 25, 2023.

Brad Stanko	4590 Spring St.	41.14 acres +/-
	4650 Spring St.	3.71 acres +/-
	Spring St. – Vacant Land	2.88 acres +/-

TREASURER'S REPORT

Upon motion by Al Geosits, seconded by Ronald J. Heintzelman, the September treasurer's report and checks # 18573 -18612 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:

2024 PRELIMINARY BUDGET PRESENTATION

- Brian Horwith, Spring Hill Dr., Coplay, inquired if the proposed budget contemplates what the financing will be for the municipal building renovation.

OLD BUSINESS: No old business.

**NORTH WHITEHALL TOWNSHIP BOARD OF SUPERVISORS
MUNICIPAL BUILDING
OCTOBER 2, 2023, PAGE 2**

DISCUSSION/UPDATES:

PENSION REQUIREMENT ESTIMATE FOR 2024

Director of Finance Seth O'Neill presented an estimate of the minimum municipal obligation for North Township Retirement Plan for the year 2024 to be \$207,821.00. Income from State Pension Aid is projected to be \$110,000.00. A total estate of \$99,821.00 is projected in pension expenses for budgetary figures. There were no public comments on this item.

RESOLUTIONS:

RESOLUTION 10-02-23

BUDGET APPROPRIATIONS

Upon motion by Al Geosits, seconded by Dennis Klusaritz, the Board approved Resolution 10-02-23 authorizing a supplemental appropriation from the General Fund balance in the amount of \$71,000, and from the Capital Fund balance in the amount of \$95,000 for General Fund expense accounts detailed in Exhibit A of the resolution, and for improvements to the municipal campus basketball courts and parks flagpoles for fiscal year 2023. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes.

- Jim Steward, Park Ave, Neffs, asked what the weight of the Park Valley bridge would be.

RESOLUTION 10-02-23A

AWARD DELINQUENT TAX COLLECTION CONTRACT

Upon motion by Al Geosits, second by Dennis Klusaritz, the Board approved Resolution 10-02-23A authorizing the appointment of Elite Revenue Solutions, LLC, acting as agent for the Lehigh County Tax Claim Bureau, as collector for delinquent real estate taxes, farmland taxes, and street light assessments for claims that become due and payable on January 1, 2024, and thereafter. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

RESOLUTION 10-02-23B

INTRAFUND TRANSFER

Upon motion by Al Geosits, seconded by Dennis Klusaritz, the Board approved Resolution 10-02-23B authorizing the intrafund transfer of unencumbered funds within the General Fund in the amount of \$18,000 from Salt/Snow Maintenance Account to Line Painting, to facilitate a line painting project in the last quarter of 2023. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

RESOLUTION 10-02-23C

**AUTHORIZATION TO SIGN GRANT DOCUMENTS
WITH COMMONWEALTH FINANCING AUTHORITY**

Upon motion by Ronald J. Heintzelman, seconded by Al Geosits, the Board approved Resolution 10-02-23C authorizing Kristie Wentling, Executive Director, Northern Valley Emergency Medical Services, Inc, and Kevin Schmidt, President, Northern Valley Emergency Medical Services, Inc. as the officials to execute all documents and agreements between North Whitehall Township and Commonwealth Financing Authority to facilitate and assist in obtaining a Northampton/Lehigh County Local Share Assessment grant of \$68,220.00 to be used for Xpedition powered stair chairs for Northern Valley Emergency Medical Services, Inc. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes.

- Tom VanVreede, Church Dr., Coplay, inquired if Township staff would be able to review the executed documents prior to them being submitted.

**NORTH WHITEHALL TOWNSHIP BOARD OF SUPERVISORS
MUNICIPAL BUILDING
OCTOBER 2, 2023, PAGE 3**

MOTIONS:

AWARD OF 9-TOWNSHIP SALT BID

Upon motion by Ronald J. Heintzelman, seconded by Al Geosits, the Board ratified the award of the 9-township contract for Sodium Chloride for the 2023/2024 season to Eastern Salt Company, Inc at their low bid price of \$81.50/per ton delivered as needed. This contract was bid in conjunction with neighboring Townships and awarded by Lynn Township. Roll call: Al Geosits - yes; Ronald Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

AWARD CONTRACT

GEOTECHNICAL AND UTILITY LOCATOR SERVICES

Upon motion by Al Geosits, seconded by Ronald J. Heintzelman, the Board awarded the contract for Geotechnical Services and Utility Locator Service for the Municipal Building renovation to Earth Engineering Inc. at their quoted price of \$8,175 for both services. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

SHADY LANE STORMWATER CONVEYANCE PROJECT

AWARD

Upon motion by Al Geosits, seconded by Ronald J. Heintzelman, the Board awarded the bid for the Shady Lane stormwater conveyance project to Gaver Industries, Inc dba Barker and Barker Paving at their low bid price of \$111,960.00. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

AUTHORIZE ADVERTISEMENT FOR APPOINTMENT OF CPA FIRM

Upon motion by Ronald J. Heintzelman, seconded by Al Geosits, the Board authorized the Secretary to advertise a notice that the North Whitehall Township Board of Supervisors intends to appoint a certified accounting firm to conduct the North Whitehall Township Fiscal year 2023 Audit. 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:
 - Zoning Hearing Board – Wednesday, October 4, at 6 PM;
 - Farmland Preservation Board – Thursday, October 12 at 7 PM;
 - Planning Commission – Tuesday, October 24, at 7 PM;
 - Board of Supervisors – Monday, November 6, at 7 PM;
- The new park entryway signposts have arrived, and Public Works will be installing these new signs over the next few weeks.
- The Fall/Winter newsletter has been completed and mailed to all residents. We were made aware of a few typos that we will get corrected in the Spring/Summer edition. Special thanks to Courtney Corona for another job well done.
- The Grist Mill Road Culvert has been delayed slightly and we are looking to award the project at the November 6 meeting. There were some concerns brought up at the pre-bid meeting that were taken under advisement and some minor engineering adjustments were made to address those concerns.
- AMS has been through the Township surfacing multiple Township roads and did another great job. There is still some crack sealing work to be done as part of the 2023 program. Public Works will be out shortly coming up with a plan for 2024. Also, the 2023 line striping has been completed ahead of schedule and we were able to

•

**NORTH WHITEHALL TOWNSHIP BOARD OF SUPERVISORS
MUNICIPAL BUILDING
OCTOBER 2, 2023, PAGE 4**

MANAGES REPORT continued...

stripe 27 miles of road. We also received a few complaints regarding some of the PennDOT roads that were recently oiled and chipped and have made them aware of the concerns but have not heard back.

- The Municipal Park basketball courts will be closed for the season for renovations. The courts will be re-paved and new posts, backboards and rims will be installed. The courts will then be color-coated and striped in the spring and ready for league play in May.
- The locomotive has been completed. A special thanks to Dunrite Electric for installing uplighting and electric inside of the locomotive. Also, a special thanks to Keystone Technologies for donating 5 security cameras to help monitor the trailhead pavilion and locomotive.
- The electric for the new shed, yard waste site and power to the maintenance gate has been completed.
- The Township building project is underway and the architects were here for a kickoff meeting two weeks ago to survey the building to get accurate measurements. Some geo-tech work will be getting done shortly and we are working Keystone on the septic and drain field location.
- The Park Valley Road Bridge is nearing completion and is scheduled to be reopened by October 20. The contractor will be back to pave the approaches and install the railings.
- Regarding the Yard Waste Drop-off site, grass is currently not being accepted until further notice and we are still looking for Yard Waste Attendants. If you know anyone interested, please have them reach out to the Township.
- The website has been updated with the leaf collection schedule and guidelines for homeowners to follow. Collection will begin on October 16.
- The 2nd area of riparian buffer plantings will be starting at Kolapechka Park tomorrow October 3rd. Public Works was there today drilling the holes for 105 native plants.
- An additional overflow pipe was installed on Clearview Road near Route 145 to help with ponding in the intersection. The pipe is currently capped and waiting for PennDOT to clear the swale on the north side of Clearview before we make it active.
- We held a kick-off meeting with staff from Barry Isett on the Act 537 Plan Update. Residents will be receiving a survey in the mail in the next 4-6 weeks that we encourage them to respond to. Once public meeting dates are set, Township staff will be placing the information on our website with an overview of what the 537 Plan is and what it accomplishes.
- Timber guiderail for the Johnson's Pond parking lots have been ordered and Public Works will be top dressing the parking areas with stone and installing the timber guiderail as time permits.

COMMENTS FROM THE FLOOR (Non-agenda items):

- Rich Semmel, Clearview Dr., Coplay, asked if the Township would consider looking into the possibility of upgrading the existing street lights in the Township to LED lights.
- Bob Allen, Donna Dr., Coplay, inquired if there were any updates from the Township Manager on how the four-day work week has been going for the staff and if there has been any noticeable changes or savings as a result.

**NORTH WHITEHALL TOWNSHIP BOARD OF SUPERVISORS
MUNICIPAL BUILDING
OCTOBER 2, 2023, PAGE 5**

COMMENTS FROM THE FLOOR continued...

- Tom VanVreede, Church Dr., Coplay asked if there was any issue with the Strawberry Acres plan being on the November Board of Supervisors agenda given their time extension was set to run out on October 3, 2023.

ADJOURNMENT Meeting adjourned at 7:59 PM.

Respectfully submitted,

Jessica Koenig, Secretary/Deputy Treasurer