



**BOARD OF SUPERVISORS  
NORTH WHITEHALL TOWNSHIP MUNICIPAL BUILDING  
FEBRUARY 6, 2023**

Chairman Al Geosits called the Meeting to order at 7:00 PM, followed by the Pledge of Allegiance. In attendance were Supervisors Ronald J. Heintzelman and Dennis Klusaritz, Manager Randy Cope, Attorney Thomas Dinkelacker, Engineer Steve Gitch, Secretary/Deputy Treasurer Jess Koenig.

**APPROVAL OF PREVIOUS MINUTES**

Upon motion by Ronald J. Heintzelman, seconded by Al Geosits, the minutes of the Board of Supervisors' Organizational Meeting of January 2, 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 Municipal Offices will be closed Monday, February 20<sup>th</sup> for the Presidents' Day Holiday.
2. An executive session was held on January 24, 2023 to discuss a possible amendment to the Public Works Collective Bargaining Agreement and the possible purchase of real estate. As well as prior to the February 6<sup>th</sup> public meeting to discuss civil litigation matters.

**TREASURER'S REPORT**

Upon motion by Dennis Klusaritz, seconded by Ronald J. Heintzelman, the January Treasurer's report and the register of checks #17848 - 17942 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:**

Supervisor Geosits recessed the regular meeting and turned the proceedings over to Attorney Dinkelacker in order to conduct a Public Hearing to hear comments on the Comprehensive Plan. A Stenographer recorded the meeting and a copy of the transcript shall be placed in the Minute Book.

Attorney Dinkelacker closed the Public Hearing regarding the Comprehensive Plan. Supervisor Geosits resumed the regular meeting.

**PUBLIC HEARING RESOLUTION 02-06-23**

**COMPREHENSIVE PLAN  
ADOPTION**

Resolution 02-06-23 is a resolution adopting a new Comprehensive Plan for North Whitehall Township. Upon motion by Ronald J. Heintzelman, seconded by Al Geosits Resolution 02-06-23 was adopted. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

**RESOLUTION 02-06-23A**

**AUTHORIZATION TO APPOINT A LIAISON**

Resolution 02-06-23A authorizes the Board to appoint a liaison between it and Berkheimer, the duly appointed collector of local taxes for the district, for the express purpose of sharing confidential tax information with the district for official purposes. Upon motion by Ronald J. Heintzelman, seconded by Al Geosits, Director of Finance/Treasurer Seth O'Neill was appointed the liaison between the Township and Berkheimer Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

**NORTH WHITEHALL TOWNSHIP BOARD OF SUPERVISORS**  
**NORTH WHITEHALL TOWNSHIP MUNICIPAL BUILDING**  
**FEBRUARY 6, 2023**  
**Page 2**

**ZONING ORDINANCE UPDATE**

Upon motion by Al Geosits, seconded by Dennis Klusaritz, the Board has procured the services of Gilmore and Associates to update the North Whitehall Township Zoning Ordinance. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

**TOWNSHIP BUILDING RENOVATIONS**

Upon motion by Dennis Klusaritz, seconded by Al Geosits, the Board tabled the North Whitehall Township Complex Capital Improvements Master Plan to allow for further revisions to be reviewed at a later date. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes.

- Jim Steward, Park Ave, Neffs, inquired if the renovations will have to go in front of the Planning Commission and if the parking lot being redone would be addressed during the land use phase.
- Rich Semmel, Clearview Rd., Coplay, asked if this was a phased plan and asked for an explanation on how the Township intends to fund the project with out raising taxes.
- Tom VanVreede, Church Dr., Coplay, inquired if there would be curtains on the windows in the newly designed meeting room to make viewing of the media on the walls unobstructed.
- Brian Horwith, Springfield Dr., Coplay, asked the Township Manager to explain the existing footprint of the building compared to the new footprint as shown in the renderings.
- Kris Kreglow, Levans Rd., Coplay inquired if the existing roof was going to be replaced.
- Leonard Nuss, Old Post Rd., Coplay, inquired where the new parking lot will be located.

**ENCROACHMENT AGREEMENT**

**UNFI**

Upon motion by Dennis Klusaritz, seconded by Ronald J. Heintzelman, the Board approved the Encroachment Agreement between UNFI and the Township to authorize UNFI to construct and maintain a directional sign in Township right-of-way of Independence Drive East. Subject to further revisions by the Township Solicitor and Township Manager regarding electrical connection and powering of the sign for illumination purposes and authorized execution of the same by the Township Manager and recorded by the Solicitor. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes.

- Leonard Nuss, Old Post Rd., Coplay, asked if the Township could place a sign at the end of Levans Rd. to give better direction to the truck traffic as to where to turn.
- Rich Semmel, Clearview Rd., Coplay, inquire if UNFI will need a variance.

**ENCROACHMENT AGREEMENT**

**5031 BELLFLOWER DRIVE**

Upon motion by Dennis Klusaritz, seconded by Al Geosits, The Board approved the Encroachment Agreement between Jeff White and the Township to allow a pool fence in the required perimeter utility easement and to authorize the Township Manager to execute the same.

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

**EXONERATION FROM THE COLLECTION OF STREET LIGHT TAX**

Upon motion by Al Geosits, seconded by Dennis Klusaritz, the Board exonerated the Tax Collector from the collection of Street Light Tax, for the following parcels, due to an incorrect assessment:

PIN – 5468716574832	\$45.00
PIN – 5468716574833	\$45.00

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

**NORTH WHITEHALL TOWNSHIP BOARD OF SUPERVISORS  
NORTH WHITEHALL TOWNSHIP MUNICIPAL BUILDING  
FEBRUARY 6, 2023  
Page 3**

**AGREEMENT TO AMMEND COLLECTIVE BARGAINING AGRMNT      IMPLEMENT FOUR DAY WORK WEEK**

Upon motion by Ronald J. Heintzelman, seconded by Dennis Klusaritz, the Board approved the agreement amending the collective bargaining agreement with the Public Works union to implement a four-day work week. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes.

- Tom VanVreede, Church Dr., Coplay, asked how overtime will be handled going forward.
- Leonard Nuss, Old Post Rd., Coplay, inquired if this change was applicable to the administrative staff as well Public Works.
- Brian Horwith, Springfield Dr., Coplay, asked for an explanation of the pay increases.

**AGENDA AMENDMENT**

Upon motion by Ronald J. Heintzelman, seconded by Al Geosits, the Board amended the agenda to include the pay increases of the hourly administration employees based on the four-day work week. Roll call: Al Geosits – yes; Ronald J. Heintzelman – yes; Dennis Klusaritz – yes. There were no public comments on this item.

**FOUR DAY WORK WEEK TRIAL PERIOD**

Upon motion by Dennis Klusaritz, seconded by Al Geosits, the Board approved a trial, 4-day work week for non-union employees similar to the union employees, and to authorize wage increases for non-salaried, non-union employees to maintain their current annual income levels while working a 36-hour week, similar to the hourly wage increases for union employees. The trial period is set to begin the week of February 20, 2023. For the duration of the trial period the new Municipal Building hours will be Monday through Thursday 7:30 AM – 5:00 PM and Public Works regularly scheduled hours will be Monday – Thursday 6:30 AM – 3:30 PM. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz – yes.

- Tom VanVreede, Church Dr., Coplay, inquired how this change will affect the public's ability to access the municipal building and if the Township has tracked the public's access to the Municipal Building on Fridays before confirming this change.
- Brian Horwith, Springfield Dr., Coplay, inquired if the Township Manager had considered rotating administrative staff members on Fridays to continue to keep the Municipal Building open 5 days a week.

**BUILDING CODE OFFICIAL APPOINTMENT**

Upon motion by Ronald J. Heintzelman, seconded by Al Geosits, the Board appointed Jeff Moure as the Building Code Official for North Whitehall Township for the year 2023 effective March 1, 2023. Roll call: Al Geosits - yes; Ronald. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

**AUTHORIZATION TO SIGN CHECKS**

Upon motion by Ronald J. Heintzelman, seconded by Al Geosits, the Board authorized Finance Director/Treasurer Seth O'Neill to sign checks drawn on accounts of North Whitehall Township; two (2) signatures are required on all checks, one being the Finance Director/Treasurer. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

**APPOINT CHIEF PENSION ADMINISTRATION OFFICER**

Upon motion by Ronald J. Heintzelman, seconded by Al Geosits, Township Director of Finance/Treasurer Seth O'Neill was appointed 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.

**NORTH WHITEHALL TOWNSHIP BOARD OF SUPERVISORS**  
**NORTH WHITEHALL TOWNSHIP MUNICIPAL BUILDING**  
**FEBRUARY 6, 2023**  
**Page 4**

**AUTHORIZATION TO DISTRIBUTE BUDGETED ALLOCATIONS**

Upon motion by Al Geosits, seconded by Dennis Klusaritz, the Treasurer is authorized to distribute the following 2023-budgeted allocations:

\$500.00 to the Ironton Rail-Trail Oversight Commission,  
\$2,600.00 to the Upper Lehigh Historical Society's Schneck House.

The emergency services organizations will receive ½ of their allocation. The other half will be distributed later in the year after receiving required reports.

\$31,500.00 to Northern Valley Ambulance Corp,  
\$20,168.75 to each of the four fire companies.

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

**MANAGERS REPORT**

**LAURYS FIREHOUSE PARK CAPITAL PROJECT**

Upon motion by Al Geosits, seconded by Dennis Klusaritz, the Board approved the Laurys Firehouse Park Capital Project plan. Roll call: Al Geosits - yes; Ronald J. Heintzelman – yes; Dennis Klusaritz - yes. There were no public comments on this item.

- The Finance Department is working on modeling the Township's free cash flow across its funds. Over the next few months, the Township will be drafting multiple policies including: investment policy, fund balance policy, debt policy, as well as working towards a purchasing policy and implementation of a purchase order system, which will enable us to track both General Fund and Capital Fund projects more precisely.
- Public Works did additional work along Clearview Road to reduce the icing hazards previously reported. The situation will continue to be monitored and improvements made as necessary.
- The Township received three options for the Park Valley Road bridge replacement. Next steps in the process include acquiring additional ROW, obtaining required permits and going to bid.
- Surveys and draft easements have been prepared for the Gristmill Road culvert. The Township is looking to finalize these easements this month and go out to bid in March.
- Public Works has started the demolition project at the Neffs Pool.
- The Township is finalizing our roadway surface treatment projects for 2023. A complete list of the roads scheduled for treatment will be posted to our website and social media outlets.
- Quotes for the Johnson's Pond guiderail along the parking areas and Coplay Creek Road are being finalized. The Township budgeted \$20,000 for this project and is looking into a timber style guiderail that will fit nicely in the park setting.
- All of the athletic sheds in the parks have been refurbished with exception to, the shed at the Township Building, which is scheduled for replacement this year.
- The pad for the IRT locomotive will be prepped this month for relocation to the Trailhead.
- The Township is in the process of how having the electric connected at the barn at Kolapechka Park. Kolapechka is also set to get a new well installed.
- Significant tree removal/cleanup was performed along the IRT section near LV Sporting Clays and throughout the NWT section of the trail.
- The traffic/accident report was received for the Neffs Church intersection which also included three potential design concepts. A meeting is being scheduled with LVPC PennDOT to discuss the best avenue to get this project on the funding schedule.
- Staff has been focusing on code enforcement issue currently happening in the Township and working with the Solicitor's office to get some of these properties cleaned up.

**NORTH WHITEHALL TOWNSHIP BOARD OF SUPERVISORS**  
**NORTH WHITEHALL TOWNSHIP MUNICIPAL BUILDING**  
**FEBRUARY 6, 2023**  
**Page 5**

*MANAGERS REPORT continued...*

- This year the Township will be introducing three movies at Laury's Firehouse Park, Independence Park, and Levans Park. The movie selection and dates will be announced on our website within the next few weeks.
- Registration for residents interested in attending Summer Playground Program will open on March 1 and March 15 for on residents. Fees will remain \$275 for residents and \$325 for non-residents. The 8-week program will run from June 12 – Aug 4.
- The Township Newsletter is currently undergoing a redesign but will be delivered to mailboxes by April 1. The Township's website is also receiving a facelift. Work will commence on that project later this month.
- Applications are currently being accepted for field and court reservations. We are also accepting reservations for Independence Park as well as Kolapechka and Laury's Firehouse Park this year.
- The Township is seeking an Eagle Scout to help build Little Free Libraries in our park system.
- The Township is working on a new design for the entryway signs throughout the park system to continue branding efforts with the newly designed Township logo.
- On April 1<sup>st</sup> the Township will be hosting an electronic recycling drive at Parkland High School from 9-12 pm. Please make sure to check our website for a complete list of acceptable items and associated costs.
- On April 22 at 9am the Township will be hosting an Earth Day beautification project at Laury's Firehouse Park, where we will focus on enhancing the landscape islands in the parking lots. We are still seeking volunteers. If you are interested, please reach out to Kayla by April 4.

**COMMENTS FROM THE FLOOR (Non Agenda Items):**

- Supervisor Dennis Klusaritz noted that State Representative Zachary Mako attended the meeting and introduced himself to the North Whitehall Township Board of Supervisors and staff.
- Jim Steward, Park Ave, Neffs, announced the North Whitehall Township Emergency Services will be bringing back the Junior Firefighter Program this year from July 10-14 9 am – 3 pm located at the Neffs Fire Company and Playground.
- Kristie Wilk, Northern Valley Ambulance Corp, gave a brief update on the current events happening at the ambulance corp as well as calls run and funds raised in 2022.
- Mark Hills, Old Post Rd., Coplay, commended NOVA on their fantastic job assisting the community.

**ADJOURNMENT** Meeting adjourned at 8:51 PM.

Respectfully Submitted,

Jessica Koenig, Secretary/Deputy Treasurer