



**ORGANIZATION MEETING  
NORTH WHITEHALL TOWNSHIP BOARD OF SUPERVISORS, JANUARY 6, 2025**

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, Township Solicitor Thomas Dinkelacker, Engineer Steve Gitch, Manager Randy Cope, Director of Director of Operations Jeff Mouer, Director of Grants, Preservation, and Trails Mike Kukitz, 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 Ronald J. Heintzelman, nominated Supervisor Dennis Klusaritz as Chairman of the Board of Supervisors for the year 2025, seconded by Al Geosits. 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 Al Geosits as Vice Chairman of the Board of Supervisors for the year 2025, seconded by Dennis Klusaritz. 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, Jessica Koenig was appointed Secretary/Deputy Treasurer and Right to Know Officer for the year 2025. 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, Seth O'Neill was appointed Director of Finance/Treasurer and Chief Pension Administrator for the year 2025. 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 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, Aubrie Miller was appointed as 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, 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 Al Geosits, seconded by Dennis Klusaritz, The Neffs National Bank and The First Northern Bank and Trust are retained as depositories for North Whitehall Township funds for the year 2025. 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, 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

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 April meeting which will be held on Wednesday April 2, and the May and September meetings, 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, 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 authorized Township staff as well as Supervisors Al Geosits, Ronald J. Heintzelman, and Dennis Klusaritz to attend the annual PSATS Convention at Hershey, PA, May 4-7, 2025. 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 2025 rate (70 cents/mile) 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 Al Geosits, seconded by Dennis Klusaritz, the schedule of other meetings for 2025 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 with the exception of the December meeting which will be held on December 16, 2025
Farmland Preservation/Open Space Recreation Board	2 <sup>nd</sup> Thursday in February, April, July, and October at 7:00 PM 3 <sup>rd</sup> Monday of January, March, May, and Sept. at 6:00 PM with the exception of the March meeting which will be held on March 24, 2025 and an additional meeting on January 13, 2025.

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

**APPOINT THIRD PARTY CONSULTANTS**

Upon motion by Al Geosits, seconded by Dennis Klusaritz, the Board of Supervisors appointed the following professional and third-party services for the 2025 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

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**APPOINT THIRD PARTY CONSULTANTS CONT'D**

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
11. Delinquent Tax Collector – Elite Revenue Services

The rates of pay shall be as established in the Professional Service Agreements reviewed and approved by the Township Manager. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz; yes. There were no public comments on this item.

**BOARDS/COMMISSIONS/COMMITTEES APPOINTMENTS**

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. IPMC Board of Appeals – Scott Bigley for the years 2025 through 2026, Ron Sell for the years 2025 through 2029, and Todd Kern as an alternate member for the years 2025 through 2028.
2. Building Code Board of Appeals – Ron Sell for the years 2025 through 2029 and Todd Kern for the years 2025 through 2028.
3. Planning Commission – Kathryn Crawford and John Barto III for the years 2025 through 2028. Sean Ziller was appointed to the unexpired term of Bruce Stettler through 2025.
4. Recreation Board – Jedd Komlos for the years 2025 through 2029.
5. Farmland & Open Space Preservation Committee – Heather Skorinko, and Bob Korp for the years 2025 through 2027.
6. Vacancy Board Chairman – Scott Mellen.
7. Ironton Rail Trail Commission – Carl Gilliken voting member, Bruce Stettler Alternate.

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

**ZONING HEARING BOARD APPOINTMENTS**

Upon motion by Dennis Klusaritz, seconded by Al Geosits, the Board appointed Michael Brown as voting member for the years 2025 – 2027 and Richard Benjamin and Dan Fracas as Alternates for the years 2025 through 2027. Roll Call : Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There are 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 2025. 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, Supervisor Ronald J. Heintzelman was appointed as the Board of Supervisors representative to the Recreation Board for the year 2025. 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, Supervisors Geosits, Heintzelman, and Klusaritz were appointed as the Board of Supervisors representatives to the Farmland and Open Space Preservation Committee for the year 2025. 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 Dennis Klusaritz, seconded by Al Geosits, the minutes of the Board of Supervisors Meeting of December 2, 2024 were approved. Roll call: Al Geosits - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

**ANNOUNCEMENTS**

1. There was an executive session held at 6 pm prior to tonight's meeting to discuss personnel matters, litigation matters, and possible property acquisition.
2. The Township Auditors' Organization Mtg. is scheduled for January 7, 2025 at 6:00 PM at the Township Temporary Office located at 4110 Independence Dr., Schnecksville, Suite 100.

**TREASURER'S REPORT**

**DECEMBER 2024**

Upon motion by Al Geosits, seconded by Dennis Klusaritz, the December 2024 Treasurer's report and checks # 19854 – 19916 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**

- John Carson – Township Building Renovation Update
- Mike Kukitz – Grants Overview

**DISCUSSION: 902 Grant Funding/Curbside Yard Waste Pick Up**

- Bruce Stettler, Steeple Chase Dr., Schnecksville, inquired what the 902 grant funding could be used for. As well as if we are able to discontinue the curbside waste pick up program, if the Township decided to proceed with it, and the grant funds were no longer available.
- Tom VanVreede, Clearview Rd., Coplay, asked if the Yard Waste program as it currently exists would still continue and if it is possible to contract a trash hauler to do the proposed twice a year waste pick up.

**OLD BUSINESS:** No old business.

**RESOLUTIONS:**

**RESOLUTION 01-06-25**

**2025 FEE SCHEDULE**

Upon motion by Al Geosits, seconded by Dennis Klusaritz, Resolution 01-06-25 was adopted. Resolution 01-06-25 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.

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**MOTIONS:**

**PUBLIC WORKS VEHICLE/EQUIPMENT TO BE SOLD**

Upon motion by Dennis Klusaritz, seconded by Al Geosits, the Board approved the sale of the following used Public Works vehicle/equipment on the municipal auction website Municibid:

- 2012 Ford Taurus Interceptor
- 2001 Woods BH6500
- Weather Guard Pick Up Side Rail Tool Boxes (3)
- 55 Gallon Spray Tank
- FHD Gutter Broom
- 60"x42" Metal Basketball Rims & Backboards (2)
- 72"x48" Metal Basketball Rims & Backboards (6)
- Mercury Vapor Lamp Fixtures (12)
- Assorted Traffic Lights (6)
- Pedestrian Crossing Signals (2)

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

**ORDINANCE 2025-1**

**AUTHORIZATION TO ADVERTISE**

Upon motion by Ronald J. Heintzelman, seconded by Al Geosits, the Board authorized the Secretary to advertise proposed Ordinance 2025-1 amending ordinance 2022-6 Collection of Delinquent Municipal Claims. 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 Special Meeting – Monday, January 13, at 6 PM;
  - Zoning Hearing Board - Wednesday, January 15, at 7 PM;
  - Recreation Board – Monday, January 20, at 6 PM;
  - Planning Commission – Tuesday, January 28, at 7 PM;
  - Planning Commission - Wednesday, January 29, at 7 PM;
  - Board of Supervisors – Monday, February 3, at 7 PM
- Township Building Renovation – Report provided under “Presentation” section of agenda by John Carson of the Pelorus Group.
- IRT Pedestrian Rapid Flashing Lights – The Public Works Team has installed the signalized cross walk at Mauch Chunk Road and has placed temporary crosswalk markings. ADA pads and thermoplast crosswalks will be completed in the Spring.
- Open Space Action Plan – Key person interviews will take place on Thursday, January 16. After the interviews are completed, staff will meet with Gilmore and Associates to discuss next steps.
- Farmland Preservation – The annual holiday letter was mailed out to landowners in the Township who own 10 or more acres. This letter highlighted our recent program success and offered an opportunity to connect with staff to discuss farmland and open space preservation options. The Wagner family sign was installed on Fairview Road this week to discuss the proper placement of the preservation sign for their property.
- Flock License Plate Readers w/ PSP: The Township Manager has been working with Lt. Troutman from the Pennsylvania State Police to identify key areas in the township for LPRs. The current system being utilized by PSP is through FLOCK and they have been successfully apprehending wanted persons through the use of LPR cameras. Unfortunately, PSP will not pay for these, and it would be up to the Township to purchase them. However, other surrounding municipalities have successfully worked with their commercial partners to offset the costs.

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*MANAGERS REPORT CONT'D*

- Horseshoe Road – Our Public Works Director followed up with Earth Engineering this morning regarding the preliminary geotechnical analysis for the stability of the road and how bad the slope failure really is. We anticipate having the results back from EE within the next two weeks. That data will then be analyzed and used to work with our engineers on the most cost effective approach for the Township
- Bryan Horwith, \_\_\_\_\_, Coplay, asked if the Flock License Plate Reader would be a single unit that is mobile.

**COMMENTS FROM THE FLOOR:**

- Rich Semmel, Clearview Rd., Coplay, inquired if the “Do Not Solicit” list that was created in 2024 with the new Solicitation Ordinance is still in effect and being maintained.

**ADJOURNMENT** Meeting adjourned at 8:39 PM.

Respectfully submitted,

Jessica Koenig, Secretary/Deputy Treasurer