

**ORGANIZATIONAL MEETING
NORTH WHITEHALL TOWNSHIP BOARD OF SUPERVISORS
JANUARY 3, 2012**

Supervisor Ronald J. Heintzelman called the Organizational Meeting to order at 7:30 PM, followed by the salute to the flag and the roll call. In attendance were Supervisors Ronald J. Heintzelman, Jerry Joseph, newly-elected supervisor Steve Pany, Attorney Lisa A. Young and Secretary/Treasurer Brenda Norder.

It was noted that Supervisor Pany took his oath of office on December 6, 2011 and a notarized copy was presented to the Secretary.

ORGANIZATION

Supervisor Steve Pany nominated Supervisor Ronald J. Heintzelman as Chairman of the Board of Supervisors for the year 2012, seconded by Jerry Joseph. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Supervisor Steve Pany nominated Supervisor Jerry Joseph as Vice Chairman of the Board of Supervisors for the year 2012, seconded by Ronald J. Heintzelman. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Supervisor Ronald J. Heintzelman nominated Supervisor Steve Pany as a Member of the Board of Supervisors for the year 2012, seconded by Jerry Joseph. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Jerry Joseph, Brenda Norder was appointed Secretary/Treasurer and Chief Pension Administration Officer for the year 2012. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Jerry Joseph, seconded by Steve Pany, the minutes of the Close Out Meeting of December 29, 2011 were approved. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Jerry Joseph, seconded by Steve Pany, the Board of Supervisors established the Treasurer's Bond at a limit of \$6,000,000.00. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, The Neffs National Bank and The Northern Bank (f/k/a The First National Bank of Palmerton) were retained as depositories for North Whitehall Township funds for the year 2012. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Jerry Joseph, seconded by Steve Pany, the Treasurer shall be responsible for all Township depositories as per Act 503. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Jerry Joseph, the three (3) Supervisors, and the Treasurer are authorized to sign checks drawn on accounts of North Whitehall Township, two (2) Supervisor signatures and the Treasurer's signature are required on all checks with the exception of the Capital Projects Fund account, which only require the Chairman and Treasurer's signatures. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

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Upon motion by Jerry Joseph, seconded by Steve Pany, 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: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Jerry Joseph, seconded by Steve Pany, the Secretary and Supervisor Ronald J. Heintzelman are to be in charge of Liquid Fuels Highway Aid for the year 2012. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Ronald J. Heintzelman, seconded by Steve Pany, Steve Pany was appointed as the part-time Interim Director of Public Works for the year 2012, until the Board of Supervisors transfers the responsibility to the Township Manager. Supervisor Pany will not receive compensation for this position. Roll call: Jerry Joseph - no; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Jerry Joseph, seconded by Steve Pany, Ronald J. Heintzelman was appointed as Community Services Director, Facilities and Recreation Director, Community Information Team Leader, and Interim Municipal Coordinator for the year 2012, until December 31, 2012. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Jerry Joseph, 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 2012, with the exception of the February, May and September meetings which will be held on the 2nd Monday at 7:30 PM. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Jerry Joseph, the Board of Supervisors named delegates to the annual PSATS Convention at Hershey, PA, May 6 through 9, 2012 to be Supervisors Steve Pany, Ronald J. Heintzelman, and Secretary/Treasurer Brenda Norder, and authorized Community Service Coordinator Ron Heintzelman, and Secretary/Treasurer Brenda Norder to be compensated at their regular employee rate during their attendance at the convention. Attendees to the PSATS Convention shall be reimbursed actual expenses. Ronald J. Heintzelman was appointed as a voting delegate. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Jerry Joseph, seconded by Steve Pany, the maximum reimbursement mileage rate, for employees attending meetings, was set at .55 per mile, as established by the IRS, upon receipt of a valid insurance card. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Jerry Joseph, 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 2012. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, Atty. Lisa Young was appointed as solicitor to the Board of Supervisors for the year 2012. The rate of pay shall be as established in the fee schedule for services submitted January 3, 2012 and re-authorized today as Resolution 01-03-12. Roll call: Jerry Joseph - no; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

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Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, Atty. Lisa Young was appointed as solicitor to the North Whitehall Township Planning Commission for the year 2012. The rate of pay shall be as established in the fee schedule for services submitted January 3, 2012 and re-authorized today as Resolution 01-03-12. Roll call: Jerry Joseph - no; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Jerry Joseph, seconded by Steve Pany, Keystone Consulting Engineers, Inc. was appointed to do General Planning and Sewerage Engineering for the year 2012. Their rate of pay shall be as established in the fee schedule for services submitted January 3, 2012 and re-authorized today as Resolution 01-03-12. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Jerry Joseph, Keystone Consulting Engineers, Inc. and Spotts, Stevens and McCoy were appointed to do Traffic Engineering for the year 2012. The rates of pay shall be as established in the fee schedule for services submitted January 3, 2012 and re-authorized today as Resolution 01-03-12. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Jerry Joseph, seconded by Steve Pany, the Zoning Hearing Board's solicitor's rate of pay shall be as established in the fee schedule for services submitted January 3, 2012 and re-authorized today as Resolution 01-03-12. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, the Zoning Hearing Board's alternate solicitor's rate of pay shall be as established in the fee schedule for services submitted January 3, 2012 and re-authorized today as Resolution 01-03-12. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Jerry Joseph, seconded by Steve Pany, Keystone Consulting Engineering was appointed acting Zoning Officer and Codes Enforcement Officer in the absence of the Zoning Officer and his assistant. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Jerry Joseph, Barry Isett & Associates, Inc., Keystone Code Consulting and Enforcement and Lehigh Valley Inspection Service were appointed as the primary third party code-compliant agencies to perform building plan review and building inspections as required by Act 45, the UCC. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, Eugene Wolfgang was appointed to the Zoning Hearing Board for the years 2012 through 2014. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Jerry Joseph, seconded by Steve Pany, the Zoning Hearing Board was authorized to employ qualified stenographic services for the year 2012. The Planning Commission and Board of Supervisors are to employ qualified stenographic services only when necessary and with the Board of Supervisors' approval for the year 2012. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

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Upon motion by Steve Pany, seconded by Jerry Joseph, Scott Bigley was appointed to the Building Codes Board of Appeal for the years 2012 through 2013. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Jerry Joseph, seconded by Steve Pany, Scott Bieber was appointed Sewage Enforcement Officer for the year 2012. His rate of pay shall be as established in the fee schedule for Services by Sewage Enforcement Officers submitted January 3, 2012, and re-authorized today as Resolution 01-03-12. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Jerry Joseph, Guy Bieber and Keystone Engineering, Inc. were appointed Alternate Sewage Enforcement Officers for the year 2012. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Jerry Joseph, seconded by Steve Pany, Susan Gelinas was authorized to collect Real Estate Taxes, Street Light Taxes, and to bill interims. She shall be compensated at the rate of 5% on all collections and at the rate of \$22.87 per hour for time utilized in completing the tax duplicate. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Jerry Joseph, seconded by Steve Pany, the Board of Supervisors retained G. H. Harris to collect delinquent Street Light Taxes for the year 2012. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Jerry Joseph, Richard Celmer & William George were appointed to the Planning Commission for the years 2012 through 2015. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, Supervisor Jerry Joseph was appointed representative of the Board of Supervisors on the Planning Commission for the year 2012. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Jerry Joseph, seconded by Steve Pany, Raymond Deutsch was appointed to the North Whitehall Recreation Board for the years 2012 through 2016. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Jerry Joseph, seconded by Steve Pany, Supervisor Ronald J. Heintzelman was appointed representative of the Board of Supervisors on the Recreation Board for the year 2012. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Jerry Joseph, Bruce Stettler and Ray Deutsch were appointed as representatives from North Whitehall to the Ironton Rail-Trail Oversight Committee for the year 2012. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Jerry Joseph, Paul Mantz and Richard Townsend were appointed as alternate representatives from North Whitehall to the Ironton Rail-Trail Oversight Committee for the year 2012. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

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Upon motion by Jerry Joseph, seconded by Steve Pany, George Peters was appointed to the North Whitehall Historical Commission for the years 2012 through 2015. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Jerry Joseph, a Vacancy Board is hereby established in North Whitehall Township; the registered elector of the Township to be chairman of such board shall be Charles Horwith for the year 2012. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Jerry Joseph, Donald Jacobs was designated Township Fire Marshal and Brad Petrohoy was designated Asst. Township Fire Marshal. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Jerry Joseph, seconded by Steve Pany, Halloween shall be celebrated on Friday, October 26, 6-8 PM, no rain date, in North Whitehall Township in the year 2012. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Jerry Joseph, seconded by Steve Pany, the following holidays were approved for the year 2012 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 20 th
Good Friday	April 6 th
Memorial Day	May 28 th
Independence Day	July 4 th (falls on Wednesday)
Labor Day	September 3 rd
Columbus Day	October 8 th
Thanksgiving Day and day after	November 22 nd & 23 rd
Christmas Day and day before	December 24 th (Mon) & 25 th (Tue)
New Year's Day	Tuesday, January 1 st
Personal Days	(3)

Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

ESTABLISH MEETING TIMES

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, the schedule of other meetings for 2012 shall be as follows:

Zoning Hearing Board	3 rd Wednesday of each month at 7:30 PM
Planning Commission	4 th Tuesday of each month at 7:30 PM with the exception of the December meeting which will be held on Thursday December 20 th at 7:30 PM
Recreation Board	3 rd Monday of odd months at 7:30 PM
Historical Commission	2 nd Monday of Jan., April & Aug. at 7:30 PM convened as needed.

Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

TREASURER'S REPORT DECEMBER 2011

Upon motion by Jerry Joseph, seconded by Steve Pany, the December 2011 Treasurer's report was approved as presented. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

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RESOLUTION 01-03-12 FEE SCHEDULE

Upon motion by Steve Pany, seconded by Jerry Joseph, Resolution 01-03-12 was adopted. Resolution 01-03-12 adopts, amends and revises the fee schedule for various services, equipment, goods and materials furnished by or through the Township. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

APPLE BLOSSOM CIRCLE SUBDIVISION EXTENSION OF TIME

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, the Board accepted an extension of time, until July 31, 2012, in order for the Board to review the Subdivision Plan of Apple Blossom Circle and so that the Developer can resolve outstanding issues with several outside agencies. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

REQUEST FOR BUDGETED ALLOCATION IRONTON RAIL TRAIL COMMISSION

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, the Treasurer is authorized to distribute the 2012- budgeted allocation of \$500.00 to the Ironton Rail Trail Oversight Commission. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

USE OF ELECTRONIC PERSONAL DEVICES

Upon motion by Jerry Joseph, seconded by Steve Pany, the Board approved allowing any audience members the use of electricity, during meetings, to power their electronic devices, including but not limited to laptops, phone and personal digital systems. Roll call: Jerry Joseph - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

- Supervisor Joseph questioned whether or not the KidsPeace wastewater issue before the Zoning Hearing Board is being conducted under the appropriate application. He is of the opinion that it should have been conducted as a Conditional Use before the Board of Supervisors instead of a Special Exception before the Zoning Hearing Board.
 - Ronald Roth, Schnecksville, asked why this was being questioned now since the Hearing has been going on for some time.
 - Jeanene Bauer, Orefield, stated it needs to be corrected and asserted that the Solicitor gave the Zoning Officer the wrong advice.

ANNOUNCEMENTS

1. The Board held an Executive session on December 29, 2011 to discuss matters of litigation.

COMMENTS FROM THE FLOOR:

- Bruce Stettler, Schnecksville, thanked the Board for retaining Atty. Young as Solicitor.
- Nancy Braymer, Orefield, asked when would the Manager be coming on board.
- Mark Hills, Laurys Station, inquired about the manager's job description.
- Don Steffy, Coplay, asked that the motion regarding the appointment of Supervisor Heintzelman to a working position be rescinded and reworded because he felt his job titles would conflict with the Manager's job description. He stated that this issue should be resolved in order for the elected auditors to determine Supervisor Heintzelman's pay rate.
- Ronald Roth, Schnecksville, asked who were the elected auditors and stated he felt that Atty. Dimmich's role, as an auditor is a conflict of interest.
- Mark Hills, Laurys Station, offered comments to Mr. Steffy.
- Jeanene Bauer, Orefield, asked why not correct the motion now.

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- Leonard Nuss, Coplay, inquired if the auditors could set the salary month by month until the job description was resolved.
- Supervisor Heintzelman suggested his pay rate be frozen.
- Nancy Braymer, Orefield, asked the Board if the township went out on bid for professionals who sit on various boards.
- Leonard Nuss, Coplay, asked why the Board didn't appoint the Zoning Solicitor.
- Mark Hills, Laurys Station, complimented the Board for choosing to appoint Atty. Young as Solicitor as she has won several cases for the Township.
- Richard Getz, Coplay, asked if the Board would be changing the meeting date again.
- Mark Hills, Laurys Station, inquired if the meetings are only once a month would it still be cutoff at 10:00 PM.

Meeting adjourned at 8:35 PM.

Respectfully submitted,

Brenda Norder, Secretary