

**ORGANIZATIONAL MEETING
NORTH WHITEHALL TOWNSHIP BOARD OF SUPERVISORS
JANUARY 5, 2015**

Supervisor 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 Steve Pany and Richard Celmer, Attorney Lisa A. Young, and Secretary/Treasurer Brenda Norder. Manager Jeff Bartlett was absent.

ORGANIZATION

Supervisor Steve Pany nominated Supervisor Ronald J. Heintzelman as Chairman of the Board of Supervisors for the year 2015 seconded by Richard Celmer. Roll call: Richard Celmer - 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 Vice Chairman of the Board of Supervisors for the year 2015, seconded by Richard Celmer. Roll call: Richard Celmer - yes; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

Supervisor Heintzelman recessed the regular meeting in order to conduct a Public Hearing to hear comments on the proposed Ordinance 2015-1.

ORDINANCE 2015-1

PSATS UNEMPLOYMENT COMPENSATION GROUP TRUST

Ordinance 2015-1 authorizes the continued participation of North Whitehall Township in the PSATS Unemployment Compensation Group Trust. Atty. Young noted that the Ordinance was duly advertised and gave a brief synopsis of Ordinance 2015-1

A stenographer recorded the proceedings; a copy of the transcript of the hearing shall be placed in the Minute Book.

Upon motion by Steve Pany, seconded by Richard Celmer, the Board adopted Ordinance 2015-1. Roll call: Richard Celmer - yes; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

Supervisor Heintzelman resumed the regular meeting.

Upon motion by Steve Pany, seconded by Richard Celmer, Brenda Norder was appointed Secretary/Treasurer and Chief Pension Administration Officer for the year 2015. Roll call: Richard Celmer - yes; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Richard Celmer, Jeff Bartlett was appointed Township Manager for 2015. Roll call: Richard Celmer - yes; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

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

Upon motion by Steve Pany, seconded by Richard Celmer, The Neffs National Bank and The First Northern Bank and Trust were retained as depositories for North Whitehall Township funds for the year 2015. Roll call: Richard Celmer - yes; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Richard Celmer, the two (2) Supervisors, the Manager and the Treasurer are authorized to sign checks drawn on accounts of North Whitehall Township; two (2) signatures are required on all checks, one being the Treasurer's. Roll call: Richard Celmer - 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 Richard Celmer 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: Richard Celmer - yes; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Richard Celmer, Ronald J. Heintzelman was appointed as Community Services Director, Facilities and Recreation Director, and Community Information Team Leader for the year 2015, until December 31, 2015. Roll call: Richard Celmer - yes; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Richard Celmer, 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 2015, with the exception of the September meeting which will be held on the 2nd Monday at 7:30 PM. Roll call: Richard Celmer - 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 to the non-compensated position of Assistant Public Works Director for the year 2015. Roll call: Richard Celmer - no; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded Ronald J. Heintzelman, the Board of Supervisors named delegates to the annual PSATS Convention at Hershey, PA, April 19-22, 2015 to be Supervisors Richard Celmer, Ronald J. Heintzelman, Steve Pany and Manager Jeff Bartlett and Secretary/Treasurer Brenda Norder, and authorized the Community Service Coordinator, Manager, and Secretary/Treasurer to be compensated at their regular employee rate during their attendance at the convention. Attendees to the PSATS Convention shall be reimbursed actual expenses. Supervisor Ronald J. Heintzelman was appointed as a voting delegate and Supervisor Richard Celmer was appointed as alternate voting delegate. Roll call: Richard Celmer - yes; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Richard Celmer, the maximum reimbursement mileage rate, for employees attending meetings, was set at 57.5 cents per mile, as established by the IRS, upon receipt of a valid insurance card. Roll call: Richard Celmer - yes; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Richard Celmer, 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 2015. Roll call: Richard Celmer - yes; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Richard Celmer, Atty. Lisa Young was appointed as solicitor to the Board of Supervisors and to the North Whitehall Township Planning Commission for the year 2015. The rate of pay shall be as established in the fee schedule for services submitted January 5, 2015 and re-authorized today as Resolution 01-05-15. Roll call: Richard Celmer - yes; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Richard Celmer, Keystone Consulting Engineers, Inc. was appointed to do General Planning, Sewerage and Traffic Engineering for the year 2015. The rate of pay shall be as established in the fee schedule for services submitted January 5, 2015 and re-authorized today as Resolution 01-05-15. Roll call: Richard Celmer - 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 Richard Celmer, Benchmark Engineering Services was appointed as Special Projects Engineer for the year 2015. The rate of pay shall be as established in the fee schedule for services submitted January 5, 2015 and re-authorized today as Resolution 01-05-15. Roll call: Richard Celmer - yes; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Richard Celmer, the Zoning Hearing Board solicitor's and alternate solicitor's rate of pay shall be as established in the fee schedule for services submitted January 5, 2015 and re-authorized today as Resolution 01-05-15. Roll call: Richard Celmer - yes; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Richard Celmer, Keystone Consulting Engineering was appointed acting Zoning Officer and Codes Enforcement Officer in the absence of the Zoning Officer. Roll call: Richard Celmer - 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, Barry Isett & Associates, Inc., Keycodes Inspection Agency 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: Richard Celmer - yes; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Richard Celmer, Eugene Wolfgang was appointed to the Zoning Hearing Board for the years 2015 through 2017. Roll call: Richard Celmer - yes; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Richard Celmer, Eric Neubauer was appointed as the Zoning Hearing Board Alternate for the years 2015 through 2017. Roll call: Richard Celmer - yes; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Richard Celmer, the Zoning Hearing Board was authorized to employ qualified stenographic services for the year 2015. 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 2015. Roll call: Richard Celmer - yes; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Richard Celmer, Ron Sell was appointed to the Building Codes Board of Appeal for the years 2015 through 2019, Roll call: Richard Celmer - yes; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Richard Celmer, Scott Bieber was appointed Sewage Enforcement Officer for the year 2015. The rate of pay shall be as established in the fee schedule for services submitted January 5, 2015 and re-authorized today as Resolution 01-05-15. Roll call: Richard Celmer - yes; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Richard Celmer, Keystone Consulting Engineers, Inc. was appointed Alternate Sewage Enforcement Officer for the year 2015. Roll call: Richard Celmer - 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 Richard Celmer, 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 \$23.50 per hour for time utilized in completing the tax duplicate. Roll call: Richard Celmer - yes; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Richard Celmer, the Board of Supervisors retained G. H. Harris to collect delinquent Street Light Taxes for the year 2015. Roll call: Richard Celmer - yes; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Richard Celmer, Jeff Johnson and Brian Horwith were appointed to the Planning Commission for the years 2015 through 2018. Roll call: Richard Celmer - 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 Richard Celmer was appointed as the Board of Supervisors representative to the Planning Commission for the year 2015. Roll call: Richard Celmer - abstained; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Richard Celmer, Donna Kumernitsky was appointed to the North Whitehall Recreation Board for the years 2015 through 2019. Roll call: Richard Celmer - yes; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Richard Celmer, Supervisor Ronald J. Heintzelman was appointed as the Board of Supervisors representative to the Recreation Board for the year 2015. Roll call: Richard Celmer - yes; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Richard Celmer, Bruce Stettler and Ray Deutsch were appointed as representatives from North Whitehall to the Ironton Rail-Trail Oversight Committee for the year 2015. Roll call: Richard Celmer - yes; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Richard Celmer, Paul Mantz and Richard Townsend were appointed as alternate representatives from North Whitehall to the Ironton Rail-Trail Oversight Committee for the year 2015. Roll call: Richard Celmer - yes; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Richard Celmer, 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 2015. Roll call: Richard Celmer - yes; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Richard Celmer, Donald Jacobs was designated Township Fire Marshal and Assistant State Police Fire Marshal and Jim Steward was designated Assistant Township Fire Marshal and Assistant State Police Fire Marshal. Roll call: Richard Celmer - 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 Richard Celmer, Nelson Fogle was designated Emergency Management Director and Donald Jacobs was designated Deputy Director. Roll call: Richard Celmer - yes; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Richard Celmer, the following holidays were approved for the year 2015 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 16 th
Good Friday	April 3 rd
Memorial Day	May 25 th
Independence Day	July 3 rd (4 th falls on Saturday)
Labor Day	September 7 th
Columbus Day	October 12 th
Thanksgiving Day and day after	November 26 th & 27 th
Christmas Day and day before (Thursday)	December 24 th & 25 th
New Year's Day (Friday)	January 1 st , 2016

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

Upon motion by Steve Pany, seconded by Richard Celmer, Halloween shall be celebrated on Friday, October 30, 6-8 PM, no rain date, in North Whitehall Township in the year 2015. Roll call: Richard Celmer - 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 Richard Celmer, the schedule of other meetings for 2015 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
Recreation Board	3 rd Monday of January, March, May and September at 7:30 PM

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

End of Organization Begin Regular Business Mtg

APPROVAL OF PREVIOUS MINUTES

Upon motion by Steve Pany, seconded by Richard Celmer, the minutes of the Board of Supervisors Meeting of December 1, 2014 and December 15, 2014 were approved. Roll call: Richard Celmer - yes; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

ANNOUNCEMENTS

1. The Township Auditors' Organization Mtg. is scheduled for January 6, 2015 at 6:00 PM.

TREASURER'S REPORT

DECEMBER 2014

Upon motion by Steve Pany, seconded by Richard Celmer, the December 2014 Treasurer's report was approved as presented and the Treasurer was authorized to disburse General Fund checks #9295-9384. Roll call: Richard Celmer - yes; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

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OLD BUSINESS: Richard Getz, Mauch Chunk Rd., Coplay, inquired about updating the ordinance for burning and offered suggestions for street light improvement.

NEW BUSINESS:

LEHIGH MGMT/BERGHOLD/LUTSKY LOT LINE ADJUSTMENT

Matt Breidenthall, Gail Lutsky and Jen Berghold presented the Lehigh Management/Berghold/Lutsky Lot Line Adjustment Plan to the Board. Upon motion by Steve Pany, seconded by Richard Celmer, the Board approved the Plan subject to the following conditions:

1. The Developer shall comply with all of the recommendations contained in the letter from the General Planning Engineer dated November 19, 2014.
2. Developer shall comply with all of the recommendations contained in the letter from the Sewage Enforcement Officer dated November 18, 2014.
3. The Developer shall comply with all of the recommendations contained in the letter from the Zoning Officer dated November 17, 2014.
4. The Developer shall comply with all of the recommendations of the Planning Commission Meeting of November 25, 2014.
6. The Developer shall comply with all of the provisions contained in the Planning Administrator's checklist letter dated November 16, 2014.

Roll call: Richard Celmer - 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 Richard Celmer, the Board accepted an extension of time, until July 31, 2015, 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: Richard Celmer - yes; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

RELEASE OF ESCROW

Atty. Lisa Young requested a release of the escrow funds for: Minor Subdivision Plan of Estate of Edward Klusaritz. Upon motion by Steve Pany, seconded by Richard Celmer, the Board authorized the Treasurer to return the escrow balance. Roll call: Richard Celmer - yes; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

RELEASE OF ESCROW

Atty. Lisa Young requested a release of the escrow funds for: Ranger Rod & Gun Club. Upon motion by Steve Pany, seconded by Richard Celmer, the Board authorized the Treasurer to return the escrow balance. Roll call: Richard Celmer - yes; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

RESOLUTION 01-05-15

FEE SCHEDULE

Upon motion by Steve Pany, seconded by Richard Celmer, Resolution 01-05-15 was adopted. Resolution 01-05-15 adopts, amends and revises the fee schedule for various services, equipment, goods and materials furnished by or through the Township. Roll call: Richard Celmer - yes; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

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RESOLUTION 01-05-15A

DEPUTY TAX COLLECTOR

Upon motion by Steve Pany, seconded by Richard Celmer, the Board adopted Resolution 01-05-15A. Resolution 01-05-15A appointed the Upper Macungie Treasurer as Deputy Tax Collector for North Whitehall Township. Roll call: Richard Celmer - yes; Ronald J. Heintzelman - yes; Steve Pany – yes. There were no public comments on this item.

COMMENTS FROM THE FLOOR:

- John Gross questioned the Board why they are rescinding on the approved plan for his property.
- Randy Frey, Crest St., Coplay, inquired if sewer services were plan for the Crest Street area.
- Nick Felegy, Tri Clover Rd., Orefield, asked why the website has not been updated.
- Rich Mummey, Oakland St., Slatington, offered comments regarding the dangers at the intersection of Mulberry St. and Oakland Rd.

ADJOURNMENT Meeting adjourned at 8:47 PM.

Respectfully submitted,

Brenda Norder, Secretary/Treasurer