

**ORGANIZATIONAL MEETING
NORTH WHITEHALL TOWNSHIP BOARD OF SUPERVISORS
JANUARY 7, 2013**

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 Mark Hills, Attorney Lisa A. Young, Manager Jeff Bartlett and Secretary/Treasurer Brenda Norder.

ORGANIZATION

Supervisor Steve Pany nominated Supervisor Ronald J. Heintzelman as Chairman of the Board of Supervisors for the year 2013, seconded by Mark Hills. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Supervisor Mark Hills nominated Supervisor Steve Pany as Vice Chairman of the Board of Supervisors for the year 2013, seconded by Ronald J. Heintzelman. Roll call: Mark Hills - 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, Brenda Norder was appointed Secretary/Treasurer and Chief Pension Administration Officer for the year 2013. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Mark Hills, Jeff Bartlett was appointed Township Manager for 2013. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

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

Upon motion by Steve Pany, seconded by Mark Hills, The Neffs National Bank and The First Northern Bank and Trust were retained as depositories for North Whitehall Township funds for the year 2013. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

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

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

Upon motion by Steve Pany, seconded by Mark Hills, Ronald J. Heintzelman was appointed as Community Services Director, Facilities and Recreation Director, and Community Information Team Leader for the year 2013, until December 31, 2013. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Mark Hills, 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 2013, with the exception of the September meeting which will be held on the 2nd Monday at 7:30 PM. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

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Upon motion by Mark Hills, seconded by Ronald J. Heintzelman, Steve Pany was appointed to the non-compensated position of Assistant Public Works Director for the year 2013. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Mark Hills, the Board of Supervisors named delegates to the annual PSATS Convention at Hershey, PA, April 21-24, 2013 to be Supervisors Mark Hills, Ronald J. Heintzelman, 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 Mark Hills was appointed as alternate voting delegate. Roll call: Mark Hills - 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 maximum reimbursement mileage rate, for employees attending meetings, was set at 56.5¢ per mile, as established by the IRS, upon receipt of a valid insurance card. Roll call: Mark Hills - 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, 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 2013. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Mark Hills, Atty. Lisa Young was appointed as solicitor to the Board of Supervisors for the year 2013. The rate of pay shall be as established in the fee schedule for services submitted January 7, 2013 and re-authorized today as Resolution 01-07-13. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Mark Hills, Atty. Lisa Young was appointed as solicitor to the North Whitehall Township Planning Commission for the year 2013. The rate of pay shall be as established in the fee schedule for services submitted January 7, 2013 and re-authorized today as Resolution 01-07-13. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Mark Hills, Keystone Consulting Engineers, Inc. was appointed to do General Planning and Sewerage Engineering for the year 2013. The rate of pay shall be as established in the fee schedule for services submitted January 7, 2013 and re-authorized today as Resolution 01-07-13. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Mark Hills, Keystone Consulting Engineers, Inc. was appointed to do Traffic Engineering for the year 2013. The rate of pay shall be as established in the fee schedule for services submitted January 7, 2013 and re-authorized today as Resolution 01-07-13. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Mark Hills, Benchmark Engineering Services was appointed as Special Projects Engineer for the year 2013. The rate of pay shall be as established in the fee schedule for services submitted January 7, 2013 and re-authorized today as Resolution 01-07-13. Roll call: Mark Hills - 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 Mark Hills, 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 7, 2013 and re-authorized today as Resolution 01-07-13. Roll call: Mark Hills - 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, Keystone Consulting Engineering was appointed acting Zoning Officer and Codes Enforcement Officer in the absence of the Zoning Officer. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Mark Hills, 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: Mark Hills - 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, Richard Benjamin was appointed to the Zoning Hearing Board for the years 2013 through 2015. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Mark Hills, the Zoning Hearing Board was authorized to employ qualified stenographic services for the year 2013. 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 2013. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Mark Hills, Todd Kern was appointed to the Building Codes Board of Appeal for the years 2013 through 2016. Roll call: Mark Hills - 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, Scott Bieber was appointed Sewage Enforcement Officer for the year 2013. The rate of pay shall be as established in the fee schedule for services submitted January 7, 2013 and re-authorized today as Resolution 01-07-13. Roll call: Mark Hills - 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, Guy Bieber and Keystone Consulting Engineers, Inc. were appointed Alternate Sewage Enforcement Officers for the year 2013. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

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

Upon motion by Steve Pany, seconded by Mark Hills, the Board of Supervisors retained G. H. Harris to collect delinquent Street Light Taxes for the year 2013. Roll call: Mark Hills - 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 Mark Hills, Leonard Nuss and Joann Guth were appointed to the Planning Commission for the years 2013 through 2016. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Mark Hills, seconded by Ronald J. Heintzelman, Supervisor Steve Pany was appointed as the Board of Supervisors representative to the Planning Commission for the year 2013. Roll call: Mark Hills - 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, Darrel Stofflet and Richard Miller were appointed to the North Whitehall Recreation Board for the years 2013 through 2017. Roll call: Mark Hills - 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, Holly Krause was appointed to the North Whitehall Recreation Board until 12/31/2015 to fill the unexpired term of Terry Reppert. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Mark Hills, Supervisor Ronald J. Heintzelman was appointed as the Board of Supervisors representative to the Recreation Board for the year 2013. Roll call: Mark Hills - 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, Bruce Stettler and Ray Deutsch were appointed as representatives from North Whitehall to the Ironton Rail-Trail Oversight Committee for the year 2013. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Mark Hills, Paul Mantz and Richard Townsend were appointed as alternate representatives from North Whitehall to the Ironton Rail-Trail Oversight Committee for the year 2013. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Mark Hills, Timothy Wotring was appointed to the North Whitehall Historical Commission for the years 2013 through 2016. Roll call: Mark Hills - 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, 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 2013. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

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

Upon motion by Steve Pany, seconded by Mark Hills, Nelson Fogle was designated Emergency Management Director and Donald Jacobs was designated Deputy Director. Roll call: Mark Hills - 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 Mark Hills, newly established rates of employee compensation for 2013 shall be retroactive to January 1, 2013. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

Upon motion by Steve Pany, seconded by Mark Hills, the following holidays were approved for the year 2013 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 18 th
Good Friday	March 29 th
Memorial Day	May 27 th
Independence Day	July 4 th (falls on Thursday)
Labor Day	September 2 nd
Columbus Day	October 14 th
Thanksgiving Day and day after	November 28 th & 29 th
Christmas Day and day before (Tuesday)	December 24 th & (Wednesday) 25 th
New Year's Day	Wednesday January 1 st , 2014
Personal Days	(3)

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

Upon motion by Steve Pany, seconded by Mark Hills, Halloween shall be celebrated on Friday, October 25, 6-8 PM, no rain date, in North Whitehall Township in the year 2013. Roll call: Mark Hills - 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 Mark Hills, the schedule of other meetings for 2013 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 19 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: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

End of Organization Begin Regular Business Mtg

ANNOUNCEMENTS

1. The Township Auditors' Organization Mtg. is scheduled for Monday, January 14th, 2013 at 6:00 PM.
2. The Board held an Executive Meeting on December 27, 2012 to discuss personnel matters.

PREVIOUS MINUTES

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, the minutes of the Board of Supervisors Meeting of December 3, 2012 were approved. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

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TREASURER'S REPORT

DECEMBER 2012

Upon motion by Steve Pany, seconded by Mark Hills, the December 2012 Treasurer's report was approved as presented and the Treasurer was authorized to disburse General Fund checks #6890-6974. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

RESOLUTION 01-07-13

FEE SCHEDULE

Upon motion by Steve Pany, seconded by Mark Hills, Resolution 01-07-13 was adopted. Resolution 01-07-13 adopts, amends and revises the fee schedule for various services, equipment, goods and materials furnished by or through the Township. Roll call: Mark Hills - 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 Mark Hills, the Board accepted an extension of time, until July 31, 2013, 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: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

TIMM & NANCY STOUTT

EXTENSION OF TIME

Upon motion by Steve Pany, seconded by Mark Hills, the Board accepted a 90-day extension of time, in order for the Board to review the Minor Subdivision Plan of Timm & Nancy Stoutt. Roll call: Mark Hills - 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 Mark Hills, the Treasurer is authorized to distribute the 2013-budgeted allocation of \$500.00 to the Ironton Rail Trail Oversight Commission. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

LEHIGH COUNTY ASSESSMENT OFFICE

REFUND TAXES

Upon motion by Steve Pany, seconded by Mark Hills, the Board authorized the Treasurer to refund Township taxes based on a revised assessment of the following properties:

3795 Wolfs Hollow Rd	\$ 51.45
2648 High Hill Rd	8.33
5840 Kernsville Rd	26.68

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

REQUEST FOR EXONERATION FROM COLLECTION OF DELINQUENT R. E. TAXES

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, the Board granted the request of Lehigh County and exonerated them from the collection of the 2011 delinquent real estate taxes for the following property:

4573 Homestead Dr

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

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REQUEST FOR TRAFFIC SIGNS

The Secretary has received a letter from Grace Ludwig requesting a four-way stop and school bus stop ahead signs at the intersection of Bellview and Fairview Roads. She feels that drivers cresting the hill do not have sufficient time to stop when encountering a school bus or children crossing the road. The Board will take the issue under review.

AUTHORIZATION TO SIGN ANIMAL CONTROL DOCUMENT

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, the Board authorized the Manager to sign the necessary documents designating The Sanctuary at Haafsville as the Township's animal services agency for 2013. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

RELEASE OF ESCROWS FOR LEGAL & ENGINEERING

After consultation with the Solicitor and the General Planning Engineer, Secretary/Treasurer Brenda Norder recommended the following escrows for legal and engineering be returned:

Dinbokowitz/Gogel	\$ 572.21
Trimmer	158.50
Kris Adams	4,179.12

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, the Board authorized the Treasurer to return the escrow balances. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

MANAGER'S REPORT:

- The Design Engineer for the Sand Spring/309 Project will attend the February 4th Board meeting to explain the construction time line and answer questions.
- Mr. Bartlett noted that he is in the process of becoming familiar with the website software and is working towards updating the site shortly.

COMMENTS FROM THE FLOOR:

- Ray Deutsch, Ironton Rail Trail Committee representative, explained to the Board the matching grants available from the state that would enable the Committee to pave a portion of the yet to be built trail. The Township's contribution would be approximately \$63,000.00. If the funds are not available this year, he requested that it be put in the 2014 budget.
- Mr. Bartlett noted that the plans are being finalized and that the paving is not included at this time.
- Len Nuss, Old Post Rd., suggested that some of work should be done by volunteers or the township instead of being included in the bid.
- Jim Morris, Rockdale Rd., commented on the negative environmental aspects of paving the trail.
- Ray Deutsch stated the committee would like to see the plans to make sure their suggested changes were made.
- Bruce Stettler, Schnecksville, and Len Nuss, Old Post Rd., also stated the plans should be available for review before the project is put out for bid.
- John Laub, Robin St., noted that the section of the trail using the reclaimed macadam is in bad shape.

No action was taken by the Board of Supervisors to allocate any additional matching funds.

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- Pat Tate, 5025 Rt. 309, asked how someone goes about changing the zoning laws.
- Ed Zeigler, Slatington, requested the township ask PADOT to paint “stop ahead” at the intersections of Old Post Rd and Mauch Chunk Rd. and Cedar Crest Blvd. and Mauch Chunk Rd.

COMMUNICATIONS

PSATS legal briefs

ADJOURNMENT Meeting adjourned at 8:34 PM.

Respectfully submitted,

Brenda Norder, Secretary/Treasurer