ORGANIZATIONAL MEETING
NORTH WHITEHALL TOWNSHIP BOARD OF SUPERVISORS
JANUARY 4, 2016

Supervisor Heinzelman 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 2016 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 2016, 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 Mark Hills, seconded by Steve Pany, Brenda Norder was appointed Secretary/Treasurer and Chief Pension Administration Officer for the year 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 Steve Pany, Jeff Bartlett was appointed Township Manager for 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 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 Mark Hills, seconded by Steve Pany, The Neffs National Bank and The First Northern Bank and Trust were retained as depositories for North Whitehall Township funds for the year 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 Steve Pany, 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 Mark Hills, 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: 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 2016, until December 31, 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 Steve Pany, 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 2016, with the exception of the July meeting and the September meeting which will be held on the 2nd Monday of those months at 7:30 PM. 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, Steve Pany was appointed to the non-compensated position of Assistant Public Works Director for the year 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 Mark Hills, the Board of Supervisors named delegates to the annual PSATS Convention at Hershey, PA, April 17-20, 2016 to be Supervisors Mark Hills, 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 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 Mark Hills, seconded by Steve Pany, the maximum reimbursement mileage rate, for employees attending meetings, was set at 54 cents 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 Mark Hills, seconded by Steve Pany, 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 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, Atty. Lisa Young was appointed as solicitor to the Board of Supervisors and to the North Whitehall Township Planning Commission for the year 2016. The rate of pay shall be as established in the fee schedule as authorized today as Resolution 01-04-16. 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 Engineers, Inc. was appointed to do Sewerage and Traffic Engineering for the year 2016. The rate of pay shall be as established in the fee schedule as authorized today as Resolution 01-04-16. 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, Benchmark Engineering Services was appointed as General Planning and Special Projects Engineer for the year 2016. The rate of pay shall be as established in the fee schedule as authorized today as Resolution 01-04-16. 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 Zoning Hearing Board solicitor's and alternate solicitor's rate of pay shall be as established in the fee schedule as authorized today as Resolution 01-04-16. 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., 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: 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, Richard Benjamin was appointed to the Zoning Hearing Board for the years 2016 through 2018. 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 Steve Pany, the Zoning Hearing Board was authorized to employ qualified stenographic services for the year 2016. 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 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 Mark Hills, Scott Bigley was appointed to the Building Codes Board of Appeal for the years 2016 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 Steve Pany, seconded by Ronald J. Heintzelman, Scott Bieber was appointed Sewage Enforcement Officer for the year 2016. The rate of pay shall be as established in the fee schedule as authorized today as Resolution 01-04-16. 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 Steve Pany, Keystone Consulting Engineers, Inc. was appointed Alternate Sewage Enforcement Officer for the year 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, Denise Kumernitsky Stanek was appointed to fulfill the unexpired term of the Tax Collector and collect Real Estate Taxes, Street Light Taxes, and to bill interims for the years 2016 and 2017. Upon motion by Steve Pany, seconded by Ronald J. Heintzelman 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 Mark Hills, seconded by Steve Pany, the Board of Supervisors retained G. H. Harris to collect delinquent Street Light Taxes for the year 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 Mark Hills, William George and Richard Celmer were appointed to the Planning Commission for the years 2016 through 2019. 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 Pany was appointed as the Board of Supervisors representative to the Planning Commission for the year 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 Steve Pany, Holly Krause and Frank Kedl were appointed to the North Whitehall Recreation Board for the years 2016 through 2020. 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, Supervisor Mark Hills was appointed as the Board of Supervisors representative to the Recreation Board for the year 2016 and as Asst. Recreation Director. 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 Steve Pany, Bruce Stettler and Ray Deutsch were appointed as representatives from North Whitehall to the Ironton Rail-Trail Oversight Committee for the year 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 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 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 Steve Pany, 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 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, 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 Ronald J. Heintzelman, 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.

Upon motion by Mark Hills, seconded by Steve Pany, the following holidays were approved for the year 2016 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 15th
Good Friday	March 25th
Memorial Day	May 30th
Independence Day	July 4rd (4th falls on Monday)
Labor Day	September 5th
Columbus Day	October 10th
Thanksgiving Day and day after	November 24th & 25th
Christmas Day and day before (Fri & Mon)	December 23rd & 26th (25th falls on Sunday)
New Year's Day	January 2nd, 2017 (1st falls on Sunday)

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 28, 6-8 PM, no rain date, in North Whitehall Township in the year 2016. 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 2016 shall be as follows:

Zoning Hearing Board	3rd Wednesday of each month at 7:30 PM
Planning Commission	4th Tuesday of each month at 7:30 PM
Recreation Board	3rd Monday of January, March, May and September at 7:30 PM

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

APPROVAL OF PREVIOUS MINUTES

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, the minutes of the Board of Supervisors Meeting of December 7, 2015 were approved as corrected. Under comments from the audience, Susan Gelinas' question shall be corrected to read: she inquired if any interested parties for the tax collector opening have been interviewed, instead of all interested parties. Roll call: Mark Hills - 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 5, 2016 at 6:00 PM.
2. An Executive Session was held on December 29th to discuss matters of litigation.

TREASURER'S REPORT DECEMBER 2015

Upon motion by Mark Hills, seconded by Steve Pany, the December 2015 Treasurer's report was approved as presented and the Treasurer was authorized to disburse General Fund checks # 10465-10547. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

OLD BUSINESS: No Old Business.

NEW BUSINESS:

JARETT ZUBER MINOR SUBDIVISION EXTENSION OF TIME

Upon motion by Steve Pany, seconded by Mark Hills, the Board accepted a three (3) month extension of time, offered by the Developer, in order for the Board to review the Jarett Zuber Minor Subdivision Plan. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

JARETT ZUBER MINOR SUBDIVISION WAIVER

Robert Hoppes, on behalf of the Jarett Zuber Minor Subdivision Plan, submitted a waiver requesting relief from:

1) The requirements for a 20' utility easement along the perimeter of a new lot.

Upon motion by Steve Pany, seconded by Mark Hills, the Board offered the Developer approval of the waiver subject to the full half-width right-of-way being dedicated for the balance of the property. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

The Developer did not accept the condition.

APPLE BLOSSOM CIRCLE SUBDIVISION EXTENSION OF TIME

Upon motion by Mark Hills, seconded by Steve Pany, the Board accepted an extension of time, until July 31, 2016, 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.

RESOLUTION 01-04-16 FEE SCHEDULE

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, Resolution 01-04-16 was adopted. Resolution 01-04-16 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.

RESOLUTION 01-04-16A APPOINTMENT OF A CPA

Upon motion by Mark Hills, seconded by Steve Pany, the Board adopted Resolution 01-04-16A. Resolution 01-04-16A appointed the accounting firm of Kirk, Summa & Co. to conduct the North Whitehall Township fiscal year 2015 Audit. The intention to appoint was duly advertised. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

PIB LOAN

Upon motion by Steve Pany, seconded by Ronald J. Heintzelman, the Treasurer was authorized to remit an additional principal payment to reduce the PIB Loan balance. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes. There were no public comments on this item.

IRONTON RAIL TRAIL HALF MARATHON

Ray Deutsch and Ray Bieak gave a presentation on a proposed half marathon to be held on June 12th to celebrate the IRT's 20th anniversary and coincide with National Trail Day. Upon motion by Mark Hills, seconded by Steve Pany, the Board approved the use of the trail subject to the committee submitting proof of insurance. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Steve Pany - yes.

- Tom Van Vreede, Church Drive, Coplay, inquired if the trail bridge was complete.

MANAGER'S REPORT:

- Mr. Bartlett reported that RCN will be conducting a buildout to install their cable in various subdivisions throughout the township, starting with Timberidge.
    - Tom Van Vreede, Church Drive, Coplay, asked if there were any restriction where their boxes could be place.

- Mr. Bartlett also reported that the Public Works crew was conducting tree trimming activities.

SOLICITOR'S REPORT: No Report.

COMMENTS FROM THE FLOOR:

- Dan Nemeth, Clearview Rd., Coplay, acknowledge the work of the out-going Board member and welcomed Mark Hills to the Board.
- Bruce Stettler, Steeple Chase Dr., Schnecksville, asked what the Board's reason was for replacing the General Planning Engineer and if the township has any lawsuits pending.
- Matt Szuchyt, Sen. Browne's liaison, informed the audience he was available to assist them with any state related issues.
- Leonard Nuss, Hill St., Coplay, suggested that warning signs should be posted ahead of the Ironton Trial crossing signs on Mauch Chunk Road.
- Brian Horwith, Springfield Dr., Coplay, reminded the Board that the Planning Commission has been requesting a joint meeting with the Board to discuss discrepancies they have found in the Comprehensive Plan.

MOTION - Upon motion by Mark Hills, seconded by Ronald J. Heintzelman, the Board agreed to meet on February 23rd, 2016, 7:30 PM, at the Planning Commission's monthly meeting. The Secretary will advertise the joint meeting.

- Dick Getz, Mauch Chunk Rd., Coplay, asked if any Ordinance would be revised and suggested the State could approve IRT warning signs.
- Ronald Roth, Rt 309, Schnecksville, inquired about the wastewater plant issue.
- Jeanene Bauer, Jordan Rd., Orefield, asked Supervisor Pany which treatment plant he is referring to when discussing a centralized plant and offered a clarification regarding the KidsPeace plant approval.
- Dan Nemeth, Clearview Rd., Coplay, suggested Sen. Browne's office should consider introducing legislation to standardize warning approaches to all rail trails.

ADJOURNMENT Meeting adjourned at 8:52 PM.

Respectfully submitted,

Brenda Norder, Secretary/Treasurer