NORTH WHITEHALL TOWNSHIP BOARD OF SUPERVISORS
NORTH WHITEHALL TOWNSHIP MUNICIPAL BUILDING
DECEMBER 7, 2020

Chairman Ronald J. Heintzelman called the Zoom meeting to order at 7:30 PM followed by the Pledge of Allegiance and a moment of silence. In attendance were Supervisors Dennis Klusaritz, and Mark Hills, Attorney Lisa A. Young, Manager Chris Garges, and Secretary/Treasurer Brenda Norder.

APPROVAL OF PREVIOUS MINUTES
Upon motion by Mark Hills, seconded by Dennis Klusaritz, the minutes of the Board of Supervisors Meeting of November 2, 2020 and the Conditional Use Hearing of November 17, 2020 were approved. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

ANNOUNCEMENTS
1. The Township Offices will be closed Thursday, December 24th and Friday, December 25th for the Christmas Holiday and Friday, January 1st, 2021 for the New Year's Day Holiday.
2. The Supervisors' Organization Meeting is scheduled for Monday, January 4th, 2021 at 7:30 PM.
3. The Auditors' Organization Mtg. is scheduled for Tuesday, January 5th, 2021 at 7:00 PM.
4. North Whitehall Township is collecting toys for the Toys for Tots project. New, unwrapped toys may be placed in the Toys for Tots box in the main foyer until December 15th.
5. North Whitehall will partner with South Whitehall Township to hold an electronics recycling event on May 22, 2021 at the Parkland high School. Additional details will be announced later.
6. Executive sessions were held on November 2, 2020 for employee matters and on December 7, 2020 for matters of employees and litigation.

TREASURER'S REPORT
Upon motion by Dennis Klusaritz, seconded by Mark Hills, the November Treasurer's report and the check register of checks # 15661-15727 were approved as presented. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

OLD BUSINESS: No Old Business.

NEW BUSINESS:

ADOPT EMPLOYEE HANDBOOK POLICY/PROCEDURE MANUAL
Upon motion by Ronald J. Heintzelman, seconded by Mark Hills, the North Whitehall Township Employee Handbook a/k/a Policy and Procedure Manual, detailing the Township's hiring policy, benefits, conduct policies, and work policies was approved. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

NEW JOB DESCRIPTIONS
Upon motion by Ronald J. Heintzelman, seconded by Mark Hills, the Board adopted job descriptions for the non-union administrative employees and Public Works Crew Leaders. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

2021 SALARY RATES
Upon motion by Mark Hills, seconded by Dennis Klusaritz, the Board approved the public works salaries at the contracted increase and the non-union employee salaries for 2021. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

UNION CONTRACT APPROVAL
Upon motion by Mark Hills, seconded by Ronald J. Heintzelman, the Board approved the signing of the new 2021-2023 collective bargaining contract. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

REQUEST FOR REIMBURSEMENT IRONTON RAIL TRAIL PAVING PROJECT
An application for reimbursement of $203,979.79 has been submitted from TCNE NW Development LLC. for the paving work on the Ironton Rail Trail and Trailhead. Upon motion by Mark Hills, seconded by Ronald J. Heintzelman, the Board approved the reimbursement application. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

ADOPTION OF TAX RESOLUTION 12-07-20
Upon motion by Mark Hills, seconded by Dennis Klusaritz, the Board adopted Tax Resolution 12-07-20. Tax Resolution 12-07-20 establishes the 2021 rates as follows:

1. Real Estate to be .6 mill of assessed valuation;
2. Street Light Assessment will be based a flat rate of $45.00/residential and $1,825.00/institutional;
3. Real Estate Transfer Tax at the rate of 1/2 of 1%;
4. Earned Income Tax at the rate of 1/2 of 1%.
5. Local Service Tax at the rate of $52.00 (Twp portion $47.00 and School District $5.00)

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

RESOLUTION 12-07-20A APPOINTMENT OF A CPA
Upon motion by Mark Hills, seconded by Ronald J. Heintzelman, the Board adopted Resolution 12-07-20A. Resolution 12-07-20A appointed the accounting firm of France, Anderson, Basile & Co., P.C. to conduct the North Whitehall Township fiscal year 2020 Audit. The intention to appoint was duly advertised. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

RELEASE OF TEMPORARY C/O ESCROW
After consultation with the Zoning Officer and the issuance of a final certificate of occupancy the Treasurer Brenda Norder recommended the following temporary CO escrows be returned:

3418 Faye Drive $1,000.00

Upon motion by Mark Hills, seconded by Ronald J. Heintzelman, the Board approved the escrow refund. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

WELL ISOLATION DISTANCE EXEMPTION & GROUNDWATER STUDY WAIVER REQUEST
Sewage Enforcement Officer, Scott Bieber submitted a letter dated December 4, 2020, to the Board, requesting a well isolation distance exemption and groundwater study waiver for George & Doris Swartz, 5140 Spruce Street, Schnecksville, be granted. Upon motion by Ronald J. Heintzelman, seconded by Mark Hills, the Board granted the well-sewage system isolation distance exemption and groundwater waiver request. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

MANAGER'S REPORT

- **2021 BUDGET ADOPTION**

Mr. Chris Garges presented a short synopsis of the 2021 budget. Upon motion by Ronald J. Heintzelman, seconded by Mark Hills, the Board approved the 2021 budget as presented. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

- **BRAKE STUDY APPROVAL**

Upon motion by Mark Hills, seconded by Dennis Klusaritz, the Board authorized a Brake Study be conducted for Willow Street and a portion of Mauch Chunk Road. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

- The Manager also announced the following:

The Township was awarded a grant for $61,000.00 for security upgrades from Sen. Pat Browne's Office;
Four trees were installed by Parkland Nurseries in the dog park on November 24;
The Supervisors Workshop meeting will be held on December 10th at 10:00 AM;
The Zoning Hearing Board will not meet in December; and
The Planning Commission will meet December 17 at 7:30 PM.

SOLICITOR'S REPORT

RESOLUTION 12-07-20B
Upon motion by Ronald J. Heintzelman, seconded by Mark Hills, the Board adopted Resolution 12-07-20B. Resolution 12-07-20B accepts the right-of -way along Independence and Pennsylvania Avenue for roadway improvements in conjunction with North Valley offsite improvements. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

AFFIRMATION TO PUMP PROPERTY ON MAUSER STREET
Upon motion by Ronald J. Heintzelman, seconded by Mark Hills, the Board affirmed the pumping of a Mauer Street property and approved the expense associated with the action. Roll call: Mark Hills - yes; Ronald J. Heintzelman - yes; Dennis Klusaritz - yes. There were no public comments on this item.

COMMENTS FROM THE FLOOR (Non-agenda items):

- Mike Basta, Crestwood Dr., Schnecksville, asked how much traffic will be generated by the new warehouse and has North Whitehall notified South Whitehall of the potential increase in truck traffic.

ADJOURNMENT Meeting adjourned at 7:59 PM.

Respectfully submitted,

Brenda Norder, Secretary/Treasurer