

**BOARD OF SUPERVISORS
ORGANIZATION MEETING MINUTES**

JANUARY 2, 2024 at 7:00 PM

CALL TO ORDER:

The meeting was called to order at 7:01 PM by Supervisor R. Unangst.

ROLL CALL:

Present were: Supervisor, R. Unangst; Supervisor, M. Schwartz, Supervisor, C. Cruz; Supervisor, D. Heiney; Supervisor, G. Hunsicker, Township Engineer Representative, J. Milot; Township Manager, B. Green; Township Secretary, K. Hall, Township Treasurer, C. Wentz; and Township Zoning Officer. Absent was Township Solicitor, J. Piperato, III.

ORGANIZATION OF THE TOWNSHIP:

1. Election of Temporary Chairperson

A Motion to nominate and elect B. Green as Temporary Chairperson to oversee the nomination of Chairperson of the Board of Supervisors was made by D. Heiney. Seconded by M. Schwartz. VOTE: C. Cruz, yes; D. Heiney, yes; G. Hunsicker, yes; M. Schwartz, yes; R. Unangst, yes. ALL IN FAVOR. MOTION CARRIED.

2. Election of Chairperson

A Motion to nominate and elect R. Unangst as Chairperson of the Board was made by C. Cruz. Seconded by D. Heiney. VOTE: C. Cruz, yes; D. Heiney, yes; G. Hunsicker, yes; M. Schwartz, yes; R. Unangst, yes. ALL IN FAVOR. MOTION CARRIED.

3. Election of Vice Chairperson

A Motion to nominate and elect M. Schwartz as Vice Chairperson of the Board was made by C. Cruz. Seconded by D. Heiney. VOTE: C. Cruz, yes; D. Heiney, yes; G. Hunsicker, yes; M. Schwartz, yes; R. Unangst, yes. ALL IN FAVOR. MOTION CARRIED.

4. Consideration to Approve Township Manager Compensation – Resolution 2024-01

A motion to adopt Resolution 2024 – 01, which establishes the 2024 Manager's compensation at \$83,595.20 was made by M. Schwartz. Seconded by G. Hunsicker. VOTE: C. Cruz, yes; D. Heiney, yes; G. Hunsicker, yes; M. Schwartz, yes; R. Unangst, yes. ALL IN FAVOR. MOTION CARRIED.

5. Consideration to Appoint Township Secretary

A motion to appoint K. Hall as Township Secretary was made by C. Cruz. Seconded by M. Schwartz. VOTE: C. Cruz, yes; D. Heiney, yes; G. Hunsicker, yes; M. Schwartz, yes; R. Unangst, yes. ALL IN FAVOR. MOTION CARRIED.

6. Consideration to Appoint Township Treasurer

A motion to appoint Christine Wentz as Township Treasurer was made by G. Hunsicker. Seconded by C. Cruz. VOTE: C. Cruz, yes; D. Heiney, yes; G. Hunsicker, yes; M. Schwartz, yes; R. Unangst, yes. ALL IN FAVOR. MOTION CARRIED.

7. Recommendation to Appoint All Non-Elected Township Officials

A motion to appoint the following Non-Elected Township Officials with the adjustment of the Emergency Management Coordinator being Luis Figueroa and The deputy Emergency Management Coordinator being B. Green was made by M. Schwartz. Seconded by C. Cruz. VOTE: C. Cruz, yes; D. Heiney, yes; G. Hunsicker, yes; M. Schwartz, yes; R. Unangst, yes. ALL IN FAVOR. MOTION CARRIED.

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| a) Township Solicitor | Joseph Piperato, Eastburn & Gray P.C. |
| b) Township Labor Counsel | Eckert Seamans Cherin & Mellott, LLC |
| c) Township Special Counsel | Robert Gundlach, Fox Rothschild |
| d) Zoning Hearing Board Solicitor | Stanley Margle, Margle Law |
| e) Township Engineer | Jill Smith, Hanover Engineering |
| f) Sewage Enforcement Officers | Jacob Schray, Scott Brown, Paul Gallagher Saba, Chris Taylor, Pam Kemecsy, Luke Eggert |
| g) Zoning Officer/ Building Code Official | Tim Weis, BCO |
| h) Alternate Zoning Officer | Brent M. Green |
| i) Alternate Building Code Official | Gregory Kurtz, BI & Associates |
| j) Agency for UCC Reviews & Inspections | Barry Isett & Associates |
| k) Emergency Management Coordinator | Brent M. Green |
| l) Deputy Emergency Management Coordinator | Luis Figueroa |
| m) Northampton County T.C.C. Delegate | Christine Wentz |
| n) Northampton County T.C.C. Alternate | Brent M. Green |

8. Appointment of Vacancy Board Chairperson – One Year Term

A motion to appoint Ron Blaufarb as Vacancy Board Chairperson for a term of (1) year that expires on December 31, 2024 was made by M. Schwartz. Seconded by C. Cruz. VOTE: C. Cruz, yes; D. Heiney, yes; G. Hunsicker, yes; M. Schwartz, yes; R. Unangst, yes. ALL IN FAVOR. MOTION CARRIED.

9. Appointment of the Zoning Hearing Board – One Vacancy 5 Year Term and Alternates

A motion to appoint Karen Deichman to the Zoning Hearing Board for a term of (5) years that expires on December 31, 2028 was made by C. Cruz. Seconded by D. Heiney. VOTE: C. Cruz, yes; D. Heiney, yes; G. Hunsicker, yes; M. Schwartz, yes; R. Unangst, yes. ALL IN FAVOR. MOTION CARRIED.

10. Appointment of the Planning Commission – Two Vacancies 4 Year Term

A motion to appoint Norman Daniel to the Planning Commission for a term of (4) years that expires on December 31, 2027 was made by M. Schwartz. Seconded by C. Cruz. VOTE: C. Cruz, yes; D. Heiney, yes; G. Hunsicker, yes; M. Schwartz, yes; R. Unangst, yes. ALL IN FAVOR. MOTION CARRIED.

A motion to appoint Martin Chamberlain to the Planning Commission for a term of (4) years which expires on December 31, 2027 was made by C. Cruz. Seconded by D. Heiney. VOTE: C. Cruz, yes; D. Heiney, yes; G. Hunsicker, yes; M. Schwartz, yes; R. Unangst, yes. ALL IN FAVOR. MOTION CARRIED.

11. Appointment of an Accounting Firm to Perform 2024 Audit – Resolution 2024-02

A motion to approve Resolution 2024-02 Appoint Campbell, Rappold & Yurasits LLP. To conduct the 2024 Audit at a cost not to exceed \$10,000 was made by M. Schwartz. Seconded by D. Heiney.

VOTE: C. Cruz, yes; D. Heiney, yes; G. Hunsicker, yes; M. Schwartz, yes; R. Unangst, yes. ALL IN FAVOR. MOTION CARRIED.

12. Recommendation to Adopt the 2024 Fee Schedule – Resolution 2024-03

A motion to approve Resolution 2024-03 establishing the 2024 Fee Schedule was made by C. Cruz. Seconded by M. Schwartz. VOTE: C. Cruz, yes; D. Heiney, yes; G. Hunsicker, yes; M. Schwartz, yes; R. Unangst, yes. ALL IN FAVOR. MOTION CARRIED.

13. Recommendation to Establish the Township Treasurer’s Bond

A motion to establish the Treasurer’s Bond at \$1,500,000 was made by D. Heiney. Seconded by M. Schwartz. VOTE: C. Cruz, yes; D. Heiney, yes; G. Hunsicker, yes; M. Schwartz, yes; R. Unangst, yes. ALL IN FAVOR. MOTION CARRIED.

14. Recommendation to Adopt Resolution 2024-04 Designating Township Depositories

A motion to adopt Resolution 2024-04 to designate Embassy Bank for the Lehigh Valley as the Township’s Depositories for 2024 was made by C. Cruz. Seconded by M. Schwartz. VOTE: C. Cruz, yes; D. Heiney, yes; G. Hunsicker, yes; M. Schwartz, yes; R. Unangst, yes. ALL IN FAVOR. MOTION CARRIED.

15. Recommendation to Adopt Resolution 2024-05 Designating Bank Signatories

A motion to adopt Resolution 2024-05 to designate all Township Supervisors, Township Manager, and Township Treasurer to serve as signatories on all checks was made by G. Hunsicker. Seconded by D. Heiney. VOTE: C. Cruz, yes; D. Heiney, yes; G. Hunsicker, yes; M. Schwartz, yes; R. Unangst, yes. ALL IN FAVOR. MOTION CARRIED.

16. Recommendation to Establish the 2024 Employee Salaries and Hourly Rates

A motion to establish the 2024 Employees Salaries and Hourly Rates per the 2024 Township Budget was made by M. Schwartz. Seconded by C. Cruz. VOTE: C. Cruz, yes; D. Heiney, yes; G. Hunsicker, yes; M. Schwartz, yes; R. Unangst, yes. ALL IN FAVOR. MOTION CARRIED.

17. Recommendation to Adopt the 2024 Holiday Schedule

A motion to establish the 2024 Holiday Schedule for employees was made by D. Heiney. Seconded by G. Hunsicker. VOTE: C. Cruz, yes; D. Heiney, yes; G. Hunsicker, yes; M. Schwartz, yes; R. Unangst, yes. ALL IN FAVOR. MOTION CARRIED.

18. Recommendation to Establish the 2024 Mileage Rate

A motion to establish the 2024 Mileage Reimbursement Rate to follow the IRS rate for 2024 was made by C. Cruz. Seconded by D. Heiney. VOTE: C. Cruz, yes; D. Heiney, yes; G. Hunsicker, yes; M. Schwartz, yes; R. Unangst, yes. ALL IN FAVOR. MOTION CARRIED.

19. Appointment of State Association Convention Delegate

A motion to appoint and certify G. Hunsicker to serve as the State Association Convention Voting Delegate and D. Heiney to serve as the Alternate State Association Convention Voting Delegate was made by M. Schwartz. Seconded by C. Cruz. VOTE: C. Cruz, yes; D. Heiney, yes; G. Hunsicker, yes; M. Schwartz, yes; R. Unangst, yes. ALL IN FAVOR. MOTION CARRIED.

20. Appointment of Northampton County Association of Township Officials Delegate

A motion to appoint and certify G. Hunsicker to serve as the Northampton County Association of Township Officials Delegate was made by M. Schwartz. Seconded by C. Cruz. VOTE: C. Cruz, yes; D. Heiney, yes; G. Hunsicker, yes; M. Schwartz, yes; R. Unangst, yes. ALL IN FAVOR. MOTION CARRIED.

21. Appointment of First Regional Compost Authority Delegate & Alternate

A motion to appoint D. Heiney as Delegate and R. Unangst Alternate to serve as the representatives to the First Regional Compost Authority was made by D. Heiney. Seconded by G. Hunsicker. VOTE: C. Cruz, yes; D. Heiney, yes; G. Hunsicker, yes; M. Schwartz, yes; R. Unangst, yes. ALL IN FAVOR. MOTION CARRIED.

22. Recommendation to Establish the 2024 Meeting Schedule

A motion to establish the Second Thursday of each Month as the Board of Supervisors Monthly Meeting date and the Fourth Thursday of each Month as the Board of Supervisor's Monthly Workshop as needed was made by M. Schwartz. Seconded by G. Hunsicker. VOTE: C. Cruz, yes; D. Heiney, yes; G. Hunsicker, yes; M. Schwartz, yes; R. Unangst, yes. ALL IN FAVOR. MOTION CARRIED.

Discussion on the seat for East Allen Township on the Northampton Regional Emergency Medical Services Board ensued. A motion to for Northampton to appoint M. Schwartz to the Northampton Regional Emergency Medical Services Board and D. Heiney as alternate was made by C. Cruz. Seconded by G. Hunsicker. VOTE: C. Cruz, yes; D. Heiney, yes; G. Hunsicker, yes; M. Schwartz, yes; R. Unangst, yes. ALL IN FAVOR. MOTION CARRIED.

PUBLIC COMMENT:

Bill Leiner, the Northampton Press, requested a picture of the Board.

Luis Figueroa voiced concern of Emergency Management Coordinator paperwork.

ADJOURNMENT:

A motion to adjourn at was made at 7:28 PM by D. Heiney. Seconded by C. Cruz. VOTE: C. Cruz, yes; D. Heiney, yes; G. Hunsicker, yes; M. Schwartz, yes; R. Unangst, yes. ALL IN FAVOR. MOTION CARRIED.