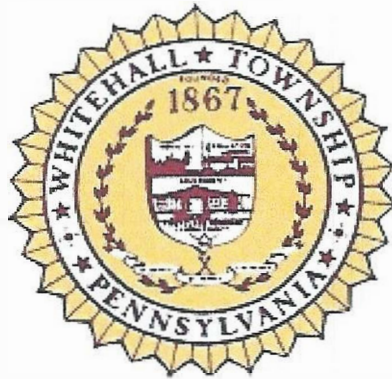


***WELCOME***  
***to***  
***WHITEHALL!***



**New Resident Packet**



# TOWNSHIP OF WHITEHALL



**MICHAEL P. HAKAL, JR.**  
**MAYOR**

Dear New Whitehall Township Resident,

Welcome to Whitehall Township!! We know that you have chosen the finest Community in the Lehigh Valley to make your new home.

Whitehall Township offers a wide array of municipal services for our citizens. Our park and recreation areas are conveniently located throughout the Township. The Ironton Rails to Trails meanders through a majority of the Township affording one with trails, scenic views and access to the passive Whitehall Parkway.

The Whitehall-Coplay School District campus is centrally located for all students and provides excellent educational and extracurricular services from kindergarten through grade 12.

We are home to the largest indoor and outdoor shopping areas in the Lehigh Valley.

There are numerous opportunities to get involved in local volunteer organizations and various boards and commissions within the township.

We hope that this booklet will provide you with the information you need regarding these services. The Township staff is here to help you in the transition as much as possible.

If you need any assistance, please feel free to call any one of us at 610-437-5524 and, if I can be of assistance please call 610-437-5524 Ext. 1147.

Sincerely,

Michael P. Harakal, Jr.  
Mayor



# Township of Whitehall

## List of Monthly Meetings

---

The following meetings are held at the Municipal Building, 3219 MacArthur Road, Whitehall, PA (except where noted)

<b>BOARD OF COMMISSIONERS</b>	Workshop – First Monday of month Regular Meeting – Second Monday of month
<b>LEGAL &amp; LEGISLATIVE COMMITTEE</b>	Second Wednesday of month
<b>ZONING HEARING BOARD</b>	Third Tuesday of month
<b>PLANNING COMMISSION</b>	Third Wednesday of month
<b>RECREATION COMMISSION</b>	Fourth Monday of month
<b>ENVIRONMENTAL ADVISORY COUNCIL</b>	Second Thursday of month
<b>CRIME WATCH MEETING</b>	Fourth Monday of month, except December
<b>IRONTON RAIL-TRAIL COMMISSION</b>	Second Tuesday of month ( <i>rotates between Whitehall and North Whitehall Townships and Coplay Borough</i> )
<b>ETHICS COMMISSION</b>	At the call of the Chairman
<b>BUILDING CODE OF APPEALS BOARD</b>	At the call of the Chairman
<b>COMMERCIAL &amp; INDUSTRIAL DEVELOPMENT AUTHORITY</b>	At the call of the Chairman
<b>CIVIL SERVICE COMMISSION</b>	At the call of the Chairman
<b>POLICE PENSION BOARD</b>	At the call of the Chairman
<hr/>	
<b>WHITEHALL TOWNSHIP AUTHORITY</b> 1991 Schadt Avenue, Whitehall, PA	Third Monday of month
<b>COPLAY-WHITEHALL SEWER AUTHORITY</b> 3213 MacArthur Road, Whitehall, PA	Third Thursday of month
<b>WHITEHALL-COPLAY SCHOOL DISTRICT</b> 2940 MacArthur Road, Whitehall, PA	Second Monday of month

# BUREAU OF PLANNING, ZONING & DEVELOPMENT

On behalf of the Bureau of Planning, Zoning & Development, we would like to welcome you and inform you in general terms of the regulations this Department is responsible for enforcing. Basically, this Bureau is divided into four areas, which are:

- Building and Construction** ..... 610-437-5524 x1132 or 1131
- Zoning & Development** ..... 610-437-5524 x1155, 1134 or 1131
- Surveying & Engineering** ..... 610-437-5524 x1158, 1162 or 1138
- Codes Enforcement** ..... 610-437-5524 x1155 or 1131

The following is a brief outline of what each area entails (for more information contact us directly).

## **BUILDING & CONSTRUCTION:**

The Township has adopted the Pennsylvania Uniform Construction Code, and enforces same locally. This Code regulates all building, plumbing, mechanical, and electrical work. Permits are required for *any* alterations or additions to your property, and *any* time electrical, mechanical, or plumbing work is performed. Permits are also required for *any* change of use or occupancy of a building (this includes when you sell your home or are renting an apartment). *All permits must be secured by the individual doing the work.* This means that in all instances where a contractor, electrician, or plumber is involved, *they* must secure the permit, regardless of what any agreement states between you as the property owner and the professional. The cost of a permit is nominal and significant costs could be avoided that would later be incurred if Ordinances are ignored. All permits must be secured **PRIOR** to commencing work. In addition, you should know that, depending upon the extent of the work being done, and the volume of applications received, permits can take anywhere from 5-15 or longer business days to be issued.

## **ZONING & DEVELOPMENT**

The Township has Ordinances regulating the subdivision of land, adjustment of lot lines, and the development of lots. The Township has an adopted Zoning Ordinance and Map, which regulates ALL uses of land, including but not limited to how and where you place structures on your property, whether you want to have an office in your home, among many other things. Therefore, all building permits are subject to review by the Zoning Officer.

## **SURVEYING AND ENGINEERING**

The Township Surveyor is responsible for overseeing most of the Engineering and related work done in-house for the Township. Questions regarding the installation of curbing and sidewalks, the status of streets, as well as any type of engineering questions should be first be directed to this office. Subsequently, some of the questions will be forwarded to the Township Engineer, Keystone Consulting Engineers.

## **CODES ENFORCEMENT**

The Township has a variety of regulations which are not categorized above; however, they do affect how you may conduct your activities on your property. Therefore, you should contact this department if you are not sure whether or not what you proposed to do is permitted. For instance, you should know that the Township regulates the height of weeds (15" maximum); where and how you may or may not store inoperable vehicles, the dumping or depositing of any type of garbage or debris (including animal excrement); the trimming of street trees; the posting of signs as well as many other issues. To be safe, it is always best to call.



# POLICE & FIRE DEPARTMENTS



Police, Fire and Ambulances are dispatched from the Lehigh County Communications Center located in the Lehigh County Courthouse, Allentown, PA. Emergency calls may be placed as follows:

POLICE EMERGENCY .....911  
FIRE EMERGENCY .....911  
AMBULANCE EMERGENCY.....911

## Whitehall Township Bureau of Police

The Whitehall Township Bureau of Police may be reached, on a non-emergency basis, at (610) 437-3042. Individuals looking for opportunities to help their Police Bureau can help by volunteering for the local Crime Watch. Monthly Crime Watch meetings are held the last Monday of every month, except December at the Whitehall Township Municipal Building in the Public Meeting Room.

## Whitehall Township Fire Department

The Whitehall Township Fire Department's non-emergency number is (610) 437-5524, ext. 1129. The Fire Department, comprising of five fire stations, is staffed by dedicated volunteers who need your support. To find out more about how you can help us preserve the safety of our residents, simply call the Fire Department non-emergency number.

The Whitehall Police Bureau and the Whitehall Fire Department are both committed to providing 24-hour service to the community. Please contact them for information and service.

## Ambulance Services

Whitehall Township is currently served by the Cetronia Ambulance Corps. If you would like information about becoming a subscriber to their services, or if you have any questions regarding ambulance service, please call their business office at (610) 398-0239.

# WHITEHALL TOWNSHIP

## PUBLIC WORKS

### RESIDENT INFORMATION

- Information on most of the items listed are also addressed at the Township web site: [www.whitehalltownship.org](http://www.whitehalltownship.org) or by calling Public Works at 610-437-5524, ext. 1139, with any questions.

### WINTER SEASON:

- \* Salt application and plowing will be conducted as needed.
- \* Plows will push the snow from the center to the sides of the street. If snow continues to fall for 12 or more hours, the plows will be working to keep travel lanes open for emergency vehicles. Pushing the snow back to the curb will be done after the snow stops.
- \* Main streets will be done first. Secondary streets will follow, with alleys last. Macarthur Road is state maintained along with several other roads in the township.
- \* Property owners or occupants are required to clear the sidewalks adjacent to their property of snow.
- \* Snow placed on your sidewalk by township plows is never intentional. Wet or lumpy snow rolls off the plow quicker, even at slow speeds. At times, especially with deep snow, your sidewalks may become covered with plowed snow. You need not clear the entire walk, but you must clear a pathway for pedestrians.
- \* School Bus Stops: For children's safety, please clear a path for getting on the bus.
- \* Fire Hydrants: Always clear snow around fire hydrants. This will help the volunteer firefighters, allowing them quick access to attach hoses and it might benefit you or your neighbors in case of fire.

### STREET TREES:



Trees located between the curb and sidewalks are the adjacent property owner's responsibility to trim and maintain. Regulations state that eight feet over the sidewalk and fourteen feet over the street must be clear of branches. In most cases, ten feet over the road will allow sweepers and snow plows to do their jobs.



Trees or other growth from your property into streets, alleys, neighbor's property, or blocking street signs or lights must be maintained.

### ROAD REPAIRS:



Call Public Works at 610- 437-5524 ext. 1139.



## TRASH REMOVAL AND RECYCLING



Whitehall Township is served by a contracted hauler for the removal of trash and recyclables. The annual garbage bill for this removal is mailed to your home in late winter/early spring. Through the cooperation and commitment of our residents, such efforts as curbside recycling collection, use of a recycling drop-off center and Cameron Tract, an annual recycling event and separate pickups for yard waste, leaves, grass, Christmas trees and white goods, has helped the Township to greatly reduced landfill disposal costs. This same hauler is responsible for the collection of grass from April to the end of September and leaves from the first week of October thru the first week of December. Yard Waste is collected during the months of March thru November. (Look for exact dates in the Township’s Newsletter). If your trash collection is missed, please call Whitehall Township at 610-437-5524, ext. 1139.

All containers containing trash must be placed *at curbside* by 5:30 a.m. to guarantee pick-up. White goods will be picked up by our contracted hauler; however, appliances with Freon require an additional charge of \$25.00 payable at the Treasurer’s Office for the removal of Freon and are picked on the 4<sup>th</sup> Wednesday of each month.

Please note there is a separate truck for each: garbage, recycling, yard waste and grass or leaves. *Grass and/or leaves are picked up the **day after** your regular collection.*

Weekly Collection Schedule:	Monday	Hokendauqua/Stiles
	Tuesday	Cementon/Egypt
	Wednesday	West Catasauqua/N. Fullerton, North of Grape St.
	Thursday	West of Rt. 145
	Friday	Fullerton/South of Grape Street

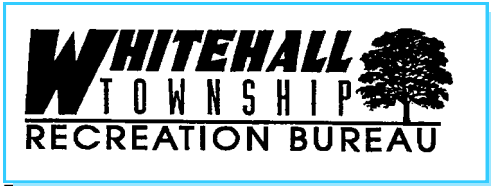
Holiday Pickup: If your trash collection falls on a holiday during the week, all trash and recyclables will be collected the *next day*.

New Year’s Day	Memorial Day	Independence Day	Labor Day
	Thanksgiving Day	Christmas Day	

The Township’s Recycling Drop-Off Center is located near the corner of Range Road and Eberhart Road. All items taken at curbside, as well as corrugated cardboard, telephone books, scrap metal, tires (limit of four per trip) and clothing are accepted at the Center.

Yard waste may be taken to the Cameron Tract, situated along Eberhart Road. Please call (610) 437-5524, ext. 1139, for an appointment during the day. There are numerous Saturdays during the year when the facility is open.

All of the above services are available to residents *only*. Hours for the Recycling Drop-Off Center and Cameron Tract, as well as telephone numbers for the haulers contracted for trash and recyclables collection can be obtained by calling the Recycling Hotline, 610-437-5524, Press 7 and follow the prompts.



Office: 610-437-5524, ex.1135  
Website: [www.whitehalltownship.org](http://www.whitehalltownship.org)

---

Whitehall's Bureau of Recreation oversees approximately 362 acres of park land at 30 different sites throughout the Township. These properties range from small tot-lots to our 110-acre Whitehall Parkway and the Ironton Rail-Trail.

### Activities

Whitehall residents can experience both passive and active recreation through the various clubs and interest groups. Club offerings include Beautification and Garden, Historical Preservation, Environmental, Rail-Trail Commission, and Park and Playground groups located in the villages that comprise Whitehall. Activities within the Township for the avid adult participant and fan include fishing, bicycling, picnic area, roller skating, aerobics, tennis, volleyball, softball, basketball, swimming, aqua aerobics, and hiking treks for different interests such as flora and fauna, bird watching, historical sites, and conditioning.

Youth activities are provided by some of the best volunteers, and our playgrounds are continually being improved to meet safety standards. Park and playground offerings for the youth are baseball, softball, basketball, and wrestling, a competitive swim team, swimming lessons, lifeguard and CPR recertification, football and soccer. Many of the neighborhood parks have building and pavilions available to rent.

Camp Whitehall is an 8-week summer camp program for Whitehall-Coplay students who have completed grades K-8 (max age 15). We have two sites: Cementon (Grades K-3) and Jefferson (Grades 4-8), and can accommodate 40 students at each site. It includes games, arts and crafts, swimming, sports, and weekly field trips. Transportation is provided.

### Municipal Pools

**Summer:** The three municipal pools offer relief from the summer heat. They are the Jefferson Street Pool located at 901 Jefferson Street in Fullerton, the Parkview Pool located at 3501 S. Fifth Street in Hokendauqua, and the Cementon Pool located at 5185 Dewey Street in Cementon. The pools open the Saturday following the conclusion of the school year and remain open until the second last Saturday in August. Hours of operation are free swim from 9:00-11:00 a.m. (except Sundays and Wednesdays), and 12:00 noon to 7:00 p.m. daily - paid admission, weather permitting. Swim lessons are available for children ages 2 ½ through 12, teens from ages 13 to 17 years, adults 18 years and up and special needs individuals. Aqua Aerobics for adults are held two evenings a week and there is a competitive swim team (Suburban League).

**Fall/Winter/Spring:** The Recreation Department also utilizes the Whitehall High School pool from fall through spring for aquatic activities. Beginning in October there is a FREE public swim for Township and Coplay residents on Mondays and Wednesdays from 7:00 - 8:00 p.m. for families and 8:00 to 9:00 p.m. for adults. There is also an aqua aerobics program offered from fall through spring, as well as a competitive swim team (Whitehall Waves) offered in fall and spring. Swim lessons are offered in the fall for adults and special needs individuals and in spring for children ages 2 ½ through 12.



## **Whitehall Parkway**

A beautiful, passive and natural 110-acre park with fishing, various hiking trails, historical buildings, and birdwatching is available to everyone and located just north of the Municipal Building and west of Route 145. Parking is available on Chestnut Street and South Church Street. Watch for the Civil War Weekend held annually in June at the Whitehall Parkway. Maps are available at the Recreation Office.

## **Ironton Rail-Trail**

This greenway, acquired in 1996, spans more than nine miles, looping in Whitehall and winding through the Borough of Coplay and North Whitehall Township. The majority of the loop is paved for biking, rollerblading, cross country skiing, walking and jogging enthusiasts. Bridges and historical sites along the Trail will be restored, and many activities and events are held on or near the Trail. The IRT is always looking for volunteers to help on their workdays along the trail. Check out their website at [www.irontonrailtrail.org](http://www.irontonrailtrail.org).

## **Annual Events**

March/October	Historical Walks	Ironton Rail Trail
May	Youth Fishing Contest	Hokey Park
May/June	Civil War Weekend	Whitehall Parkway
June	National Trails Day	Enjoy Your Favorite Trail!
June	Township Pools Open	Cementon/Hokey/Jefferson Street
July	Wacky Water Games	Parkview (Hokey) Pool
August	IRT 10K Run/Walk	Ironton Rail Trail
September	WHPS Fall Flea Market	Grim Homestead
October	Halloween Parade	Whitehall-Coplay School Complex
October	Haunted Parkway	Whitehall Parkway
December	Tree Lighting Celebration	Whitehall Municipal Building

In addition, there are annual carnivals/fairs sponsored by the Cementon Playground, Hokendauqua Athletic Association, and the Jefferson Street Playground. or more information on any of the programs and events we offer.

## **Recreation Commission**

A monthly meeting of the Recreation Commission is held every fourth Monday of the month at 7:00 p.m. at the Township Municipal Building. It is always open to the public to discuss community recreational topics. Volunteers are always needed, and we welcome anyone's desire to get involved.

Whitehall's Bureau of Recreation is proud of its past accomplishments and is continuing to improve the quality of life for its residents and their friends and families. If you have a concern, question, or suggestion, please feel free to stop in at the Recreation Office, or call us at 610-437-5524, ext. 1135, or visit the Township's website at [www.whitehalltownship.org](http://www.whitehalltownship.org).

# OFFICE OF THE TREASURER

Office Hours: Monday through Friday

8:00 A.M. until 4:00 P.M.

## **MOVING PERMIT – Township**

A moving permit is required when moving into, out of or within Whitehall Township. The fee is \$5.00, and the permit may be obtained at the Treasurer's office or on our website. Required information includes name, address, age and employer information. All occupants of dwelling, regardless of age, must be listed on the moving permit.

## **REAL ESTATE TAXES – Township, Whitehall-Coplay School District**

Real Estate Taxes are mailed twice a year. The Township taxes are mailed by March 1<sup>st</sup> and are due by April 30<sup>th</sup> to qualify for a 2% discount. The gross or face amount runs May 1<sup>st</sup> through June 30<sup>th</sup> and a penalty of 10% is collected thereafter. Four installment payments are also available for Township taxes. School real estate taxes are mailed by July 1<sup>st</sup>, with the 2% discount applied through August 31<sup>st</sup>. The gross or face amount is collected September 1<sup>st</sup> through October 31<sup>st</sup> and the 10% penalty amount is collected thereafter. Three installment payments are also available for school taxes. All payments can be made at the Treasurer's office. After December 15<sup>th</sup>, ONLY cash, money orders, or certified checks are acceptable; no personal checks. NO PAYMENTS WILL BE ACCEPTED AFTER DECEMBER 31<sup>st</sup>. We do not accept debit or credit cards.

## **GARBAGE FEE - Township**

Garbage fee bills are mailed by March 1<sup>st</sup>. The garbage fee covers the calendar year of January 1<sup>st</sup> through December 31<sup>st</sup>. Exoneration and discount from this fee, based on age and income, are available. Application for discount or exoneration, with proof of age and income, must be made at the Treasurer's Office. Discounts are available to individuals 72 years of age who reside in an owner occupied dwelling or who qualify for lifetime tenant status. Exonerations are for total household income under \$15,000.00. The tax office does not automatically adjust the bill for senior reductions.

## **PER CAPITA TAX – Township and Whitehall-Coplay School District**

The per capita tax is required of all residents 18 years of age and older. Both the school district and the Township benefit from this tax. Exoneration for students, earning less than \$5,000.00 per year, is available upon proof of attendance at a university, college, etc. and income. Also, exoneration for adults, age 72 and older, and active duty military, is available, with proof of age, at the Treasurer's Office.

## **BUSINESS PRIVILEGE LICENSE AND TAX – Township and Whitehall-Coplay School District**

1. The business privilege license and tax are required of anyone doing business in Whitehall Township. The annual Business License is \$35.00 and due by January 1<sup>st</sup>. Business Privilege Tax is due on total gross revenue by June 1<sup>st</sup>. An application for a Business Privilege License must first be completed and presented to the Treasurer's Office.

**NOTE:** These 2 taxes are collected by Berkheimer Tax Administration, 50 N. 7th St., Bangor, PA 18013.

[www.hab-inc.com](http://www.hab-inc.com). Any questions can be answered by calling 1-866-227-4716.

- **EARNED INCOME TAX – Township and Whitehall-Coplay School District**

The earned income tax is to be paid by all working Whitehall Township residents at a rate of 1.50% on total gross wages and non-residents at a rate of 1.0%. A final return must be filed, whether or not there is any tax due for the year, by April 15<sup>th</sup>. A \$10.00 penalty is assessed for late filing. Residents who are self-employed or work out of state are required to make four (4) estimated payments. Failure to do so will result in \$10.00 late fee for each quarter.

- **LOCAL SERVICE TAX – Township and Whitehall-Coplay School District**

The local service tax is required for all employees, self-employed, partners, and owners of businesses who work in Whitehall Township with an income of more than \$12,000.00 per year. This tax is deducted or payable at \$1.00 per week. Anyone earning less than \$12,000.00 can apply for a refund through Berkheimer.