

**UPPER NAZARETH TOWNSHIP ZONING HEARING BOARD  
REORGANIZATION MEETING  
January 26, 2022**

Reorganization meeting was called to order at 6:30 p.m. by Chairman Andrew Bohl.

Board members present were Andrew Bohl, Keith Haverstock, and William Whyte. Mark Stewart phoned in at 6:45 pm.

Also present were Zoning Hearing Solicitor Michael A. Gaul and Secretary, Deanne Werkheiser, Betty Parrish, and Brian Sayago.

**ELECTION OF OFFICERS**

**Motion** was made by Keith Haverstock and seconded by William Whyte to elect Andrew Bohl as Chair. Motion approved unanimously.

**Motion** was made by Andrew Bohl and seconded by William Whyte to elect Keith Haverstock as Vice-Chair. Motion approved unanimously.

**Motion** was made by Andrew Bohl and seconded by Keith Haverstock to appoint Michael A. Gaul as Zoning Hearing Board Solicitor. Motion approved unanimously.

**Motion** was made by Keith Haverstock and seconded by Andrew Bohl to approve the September 29, 2021, minutes. Motion approved. William Whyte abstained.

**Motion** was made by Keith Haverstock and seconded by Andrew Bohl to approve the October 27, 2021, minutes. Motion approved. William Whyte abstained.

The procedures for 2022 hearings were reviewed as follows:

1. Regularly scheduled Zoning Board Hearing dates are set by the Board of Supervisors as the last Wednesday of every month on an as-needed basis at 6:30 pm. The exception to this rule will be when the last Wednesday of the month falls on the eve of a holiday. On this occasion the hearing will be the last Monday or Tuesday of the month. Michael Gaul asked the procedure if the date falls on a holiday. Betty Parrish responded they would be on an alternate date as well. 2022 dates have been duly advertised
2. Advertisement of hearings shall be published in The Express Times, meeting the requirement of the Municipalities Planning Code relative to a paper of

general circulation. Brian Sayago asked what the advertisements must say and questioned additional advertisement in The Key. Michael Gaul gave a brief overview of what is included in advertisements, on postings, and in letters to residents. Brian asked about having all the information posted on the website. Michael explained the procedures of the Zoning Hearing Board and who can participate at the hearings as well as who is affected by the actual requests, i.e., surrounding landowners. Andrew Bohl explained the 200-foot radius for notification is set. A brief discussion ensued.

3. Following the Zoning Hearings, the Solicitor shall prepare a written Decision, sending a copy of the proposed Decision to all board members, any alternate board member, Zoning Officer, Zoning Hearing Board Secretary and Solicitor for Upper Nazareth Township Board of Supervisors within 30 days to allow time for the Zoning Hearing Board members to sign opinion.

Terms of officer were reviewed.

No submissions were received for February 2022.

Andrew Bohl thanked Betty Parrish for all her work with the Zoning Hearing Board and wished her well in retirement.

**Motion** was made by Andrew Bohl and seconded by William Whyte to adjourn the meeting at 6:58 pm. Motion approved unanimously.

Respectfully submitted,

Deanne Werkheiser  
Zoning Hearing Board Secretary