

NORTH WHITEHALL TOWNSHIP BOARD OF SUPERVISORS
LEHIGH COUNTY, PENNSYLVANIA

ORDINANCE NO. 2022-2

AN ORDINANCE PROVIDING FOR EMERGENCY ACCESS LOCK BOXES TO BE INSTALLED ON ALL NEW, EXPANDED OR RENOVATED BUILDINGS AND ALL NEW AND EXISTING GATES THAT PREVENT EMERGENCY SERVICE ACCESS TO BUILDINGS, THE APPROVAL AND INSPECTION OF LOCK BOXES, THE LOCK BOX LOCATION AND CONTENTS, AND VIOLATIONS AND PENALTIES FOR VIOLATION OF THE ORDINANCE

WHEREAS, the Board of Supervisors of the Township of North Whitehall is desirous of enacting an Ordinance to regulate emergency access lock boxes for the protection of the health, safety and welfare of the residents of North Whitehall Township and the public and hereby enact the following:

A. General Requirement.

An approved emergency access lock box shall be installed on the outside of all new, expanded or renovated buildings and all new and existing gates that prevent emergency services access to buildings in the Township

However, a lock box is not required to be installed on single-family and two-family dwellings, or multifamily dwellings which have no enclosed common areas (i.e., no lock box is required for a multifamily dwelling which consists entirely of individual dwellings), or agricultural buildings, or on accessory buildings related to those dwellings or buildings.

1. Change of Occupancy. Any change of occupancy in a commercial building shall require an installation of an emergency access lock box prior to receiving a Certificate of Occupancy.
2. New, Renovated or Expanded Buildings. If a commercial building or accessory structure on the same property is being constructed, expanded or renovated and a building or zoning permit is required, an approved emergency access lock box shall be installed on the outside of the building or structure
3. Existing Buildings. An approved emergency access lock box is recommended for all existing buildings in the Township which are equipped with an automatic fire suppression system, an automatic fire detection system, or a medical emergency alarm system and all gates that prevent access to any building.
4. New, Renovated or Existing Gates. If a gate is required to have an approved emergency access lock box and if the gate is being installed, renovated or replaced and

in which a zoning permit is required, the gate shall at that time be equipped with an emergency access lock box.

5. Multi-Unit Properties. Each unit in a multi-unit building shall maintain their own emergency access lock box. A common emergency access lock box for these properties can only be installed after review and approval from the Township Fire Marshal or designee

B. Approval.

Whenever this part would require the installation of an approved emergency access lock box, approval of a proposed emergency access lock box location shall be obtained from the Township Fire Marshal or designee before an emergency access lock box is installed.

C. Lock box required for occupancy permit.

No occupancy permit shall be issued for any building in the Township that is required to have an approved emergency access lock box with required contents until such a lock box has been installed for that building and/or its associated gate and approved by the Fire Marshal or designee.

D. Responsibility.

It shall be the responsibility of the owner, lessee, tenant, occupant or other party in control of a building, jointly or severally, to assume all costs and obligations associated with the purchase and installation of an approved emergency access lock box required by this Part. Further, they shall all, jointly or severally, be responsible to maintain the lock box in good condition, and to ensure that all keys and information in the lock box are correct and current.

E. Inspection.

The Township Fire Marshal or Designee will have the right to periodically inspect property in the Township for:

1. Proper maintenance of the lock box.
2. Visibility of the lock box.
3. Accessibility of the lock box.
4. Proper contents of the lock box.

F. Location.

An approved emergency access lock box required by this Part shall be installed on the outside of the building, structure or gate in a location approved by the Township Fire Marshal or Designee. Written approval of a proposed location for a lock box shall be obtained from the Township Fire Marshal or Designee before a lock box is installed.

G. Contents.

The contents of an approved emergency access lock box shall include all of the following, unless any of the items are deemed unnecessary by the Township Fire Marshal or Designee:

1. Keys to the building or structure, including keys to the exterior and interior doors, except for the doors to individual residences within a multifamily building (if a master key is available, then it shall be provided to eliminate multiple keys);
2. Keys to mechanical and equipment rooms;

3. Keys to elevator controls;
4. Keys to specific areas as required and deemed necessary by the Township Fire Marshal or Designee;
5. Keys necessary for the control of a fire protection system; and
6. A list of names and contact numbers of at least three people familiar with the building or structure who may be contacted in an emergency.
7. All relevant combinations or codes for entry to structure or gate and alarms.

H. Violations and Penalties

Any person who violates or permits violation of this Ordinance shall upon conviction in a summary proceeding brought before a Magistrate District Judge under the Pennsylvania Rules of Criminal Procedure, be guilty of a summary offense and shall be punishable by a fine of not more than \$1,000, plus costs of prosecution. In default of payment thereof, the defendant may be sentenced to imprisonment for a term not exceeding 90 days. Each day or portion of a day that such violation continues or is permitted to continue shall constitute a separate offense.

I. Repealer

All other Ordinances or parts of Ordinances in conflict herewith in whole or in part are hereby repealed, but only to the extent of such conflict.

J. Effective Date

This Ordinance shall take effect five (5) days after the enactment thereof.

K. Certification

The Township Secretary to the Board of Supervisors of North Whitehall Township shall certify to the adoption of this Ordinance, after the public hearing thereon, and this meeting of the Board being a duly authorized and advertised public meeting, and shall cause the same to be filed as required by law.

DULY ORDAINED AND ENACTED THIS 2 DAY OF May, 2022, BY THE BOARD OF SUPERVISORS OF NORTH WHITHALL TOWNSHIP, AT A DULY ADVERTISED, NOTICED, PUBLISHED AND LAWFULLY ASSEMBLED REGULAR PUBLIC MEETING AND HEARING:

ATTEST:

BOARD OF SUPERVISORS OF NORTH WHITEHALL TOWNSHIP

BY: Brenda Norder
Brenda Norder, Secretary

BY: Alfred Geosits
Alfred Geosits, Chairman

BY: Dennis Klusaritz
Dennis Klusaritz, Vice Chairman

BY: Ronald J. Heintzelman
Ronald J. Heintzelman, Member