



## BOARD OF COMMISSIONERS

**PUBLIC MEETING**

**AGENDA-MINUTES**

**May 19, 2021**

**1. CALL TO ORDER: 7:00 p.m.**

Public/Virtual Meeting Rules were read.

**As this is a virtual GoTo Meeting, Township Manager, Renee Bickel took a Roll Call for attendance purposes as follows:**

Commissioner Wolk:	HERE
Commissioner Setton:	HERE
Commissioner Kelly:	HERE
Commissioner Morgan:	HERE

Attendees: Commissioner Christina (Tori) Morgan, President  
Commissioner Diane Kelly, Vice President  
Commissioner Michael Wolk, Assist. Secretary  
Commissioner Joe Setton  
Joseph Zator, Twp. Solicitor, Zator Law  
Anthony Tallarida, Twp. Engineer, The Pidcock Company  
Renee Bickel, Township Manager  
Randy Cope, Director of Twp. Operations  
Herb Bender, PW Superintendent  
Mike Elias, PW Utility & MS4 Coordinator  
Scott Boehret, Finance Manager  
Chief Glen Dorney, SWT Police Department  
Dave Manhardt, Director of Community Development  
Tracy Fehnel, Exec. Assistant

**2. PLEDGE OF ALLEGIANCE**

**3. NOTIFICATION: All Public sessions of the South Whitehall Township Board of Commissioners are electronically recorded, filed, and posted on BoardDocs for the Public's access.**

**\*(boarddocs.com; USERNAME: swhitehall; PASSWORD: swtpublic)**

**4. MINUTES**

**a. April 21, 2021 - BOC Meeting Minutes**

A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Wolk, to approve the April 21, 2021 BOC Meeting Minutes.

Roll Call vote as follows:

Commissioner Wolk:	AYE
Commissioner Setton:	AYE
Commissioner Kelly:	AYE
Commissioner Morgan:	AYE

Motion carried.

**b. May 5, 2021 – BOC Meeting Minutes**

A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Setton, to approve the May 5, 2021 BOC Meeting Minutes, with minor amendment.

Roll Call Vote as follows:

Commissioner Wolk: AYE

Commissioner Setton: AYE

Commissioner Kelly: AYE

Commissioner Morgan: AYE

Motion carried.

**5. PRESENTATIONS: None.****6. ORDINANCES: None.****7. RESOLUTIONS:****a. A Resolution Amending Resolution No. 2019-47 to Permit Security Draws/Presentation Further than 60 Miles from the Township's Office for a Major Plan Entitled "4741 Chapmans Road Flex Warehouse Facility 2019"**

Dave Manhardt, Director, Community Development Department, explained that the application was to develop the property located at 4741 Chapmans Road. The project includes a 1,000 SQF warehouse, parking, trailer spaces, and associated driveways. Approval granted October 16, 2019, with an extension granted on September 16, 2020, and now requesting permission to use a bank further than 60 miles from our township building. Staff has no objections.

Attorney Lisa Pereira was in attendance – explained she has reviewed resolution as prepared and discussed with applicants. She does not have any issues with resolution as presented. Additionally, the "Acceptance of Conditions" has also been executed by applicants. Township has everything it needs in order to act upon the resolution.

Board questions answered at this time. No questions by the public.

A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Setton, to approve above resolution amending resolution no. 2019-47 to Permit Security Draws/Presentation Further than 60 miles from the Township's office for a Major Plan Entitled "4741 Chapmans Road Flex Warehouse Facility 2019" as discussed above.

Roll Call vote as follows:

Commissioner Wolk: AYE

Commissioner Setton: AYE

Commissioner Kelly: AYE

Commissioner Morgan: AYE

Motion carried.

**b. Resolution Authorizing Township Manager to Execute and Submit Pennsylvania Department of Transportation "Traffic Signal Maintenance Agreement" on Behalf of the Township**

Tony Tallarida, Township Engineer, The Pidcock Co., explained that PennDOT updated their Traffic Signal Maintenance Manual at the end of the year. They sent out notifications end of March saying they are modifying the way townships enter into agreement to maintain their signals. The Township has historically maintained the signals within SWT. PennDOT now has an umbrella-like agreement that lists all the maintenance responsibilities the Township undertakes to maintain PennDOT signals; and then in the future, every time a new signal or a modified signal is added in the Township, they only have to submit one form to enter into this umbrella agreement. We are asking Township to enter into this agreement. This agreement does not change any of the current responsibilities of the Township—that will remain the same.

Board questions were answered at this time. No public questions at this time.

A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Wolk, approving above resolution, authorizing Township Manager to execute and submit PennDOT "Traffic Signal Maintenance Agreement" on behalf of the Township, as explained by Tony Tallarida.

Roll Call vote as follows:

Commissioner Wolk:	AYE
Commissioner Setton:	AYE
Commissioner Kelly:	AYE
Commissioner Morgan:	AYE

Motion carried.

**8. MOTIONS**

**a. Public Works - Motion Requesting Permission to Place Equipment and Vehicles on MuniBid**

Herb Bender, PW Superintendent, explained that PW is seeking permission to place some vehicles and office furniture on MuniBid. These vehicles and office furniture has been replaced or will be replaced shortly. The prices listed for each item is where each bid will start.

Board questions answered at this time. Public had no questions at this time.

A MOTION was made by Commissioner Wolk, which was seconded by Commissioner Kelly, granting permission to proceed with the placement of equipment and vehicles on MuniBid as explained by Herb Bender.

Roll Call Vote as follows:

Commissioner Wolk:	AYE
Commissioner Setton:	AYE
Commissioner Kelly:	AYE
Commissioner Morgan:	AYE

Motion carried.

**9. CORRESPONDENCE AND INFORMATION ITEMS:**

**a. Boards and Commissions – Informational Items**

President Morgan – GAC did meet on May 17<sup>th</sup>. Reminder of May 22<sup>nd</sup> electronics recycling event at PHS. Terms of officers on GAC when to reappoint new officers and length of terms—this has gone back to Township Solicitor for review. Agreed to annual presentation to BOC by Chairman in Q1. Survey is going out and will be open until July 15<sup>th</sup> just to gather additional information. Talked about working with PHS and their conservation group re-a potential project in October.

**CURRENT VACANCIES ON BOARDS/COMMISSIONS:**

1. Civil Service Commission - 2 vacancies, alternate positions
2. Landscape Shade Tree Commission - 2 vacancies
3. Parks & Recreation Board – 2 vacancies
4. Planning Commission - 1 vacancy

Commissioners Morgan and Kelly will interview the CSC Candidate since that is a position in dire need of being filled. Board was amenable to this. Staff will set up.

Commissioner Kelly suggested that we use the second Wednesday of the month, which is reserved for workshops, to conduct interviews as needed.

Commissioner Wolk - Finance Committee. Next meeting is tomorrow, Thursday, May 20<sup>th</sup>. The agenda includes audit status. Will be meeting with Herbein to review current audit status. First time meeting with Herbein since February 11<sup>th</sup>. Scott Boehret explained that Herbein cannot make tomorrow's meeting. Commissioner Wolk asked Scott to then set up a shorter meeting with them soon, in order to discuss audits. Scott said he will ask and find out when they can meet.

Comments/questions taken from public at this time.

Lee Solt – made the recommendation that if all five commissioners cannot be in attendance at the workshop to interview candidates, that perhaps those who were not able to attend could then simply call the candidate and have a one-on-one conversation with said candidate if they desire to do so.

Commissioner Kelly clarified that the Board is going to begin meeting on June 9<sup>th</sup> (second Wednesday of month) to try the new process and see how it works out. Board was in agreement.

**10. DIRECTION/DISCUSSION ITEMS: None.**

**11. OLD BUSINESS:**

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a. **Wehr's Dam** – Township Manager Renee Bickel explained we continue to work on the 2<sup>nd</sup> phase of the permit. Waiting for that information. Once that is done, the LCCD permit will be submitted.

b. **Credit Cards** – Scott Boehret, Director of Finance. He explained that yesterday he paid his sewer bill with his credit card. Waiting for this to hit our bank statement so that we know all the back end stuff is set up perfectly and working as it should. Going live on June 7<sup>th</sup>. This notification will be on website and in future bill runs.

No questions from the public at this time.

## 12. **DEPARTMENT REPORTS:**

a. **Executive Department** – Township Manager Renee Bickel

Ribbon Cutting – for CBP Playground took place last week. Big “thank you” to Randy Cope, Mike Kukitz, Herb Bender & his PW team.

Receipt of Governor's Award Today – Recognition to Township and to President Morgan for the Jordan Creek Greenway Project.

In-Person Meetings – Next BOC Meeting, June 2<sup>nd</sup>, to be held in person at the Township Building, Public Meeting Room. Transition from Boarddocs to full integration to the Granicus platform will happen hopefully by the end of the June. The company who managed set up of public meeting room, individuals who will show us how to do the live stream, technical items, will meet with us shortly to show us how to do this.

Renee explained that once we are back to in-person meetings, in order to participate, people must physically attend the meeting; however, the meetings will continue to be live streamed for those who cannot attend.

Solicitor Zator said that according to law, tomorrow is the last day that we can offer virtual meetings. The question of allowing people to participate remotely, while an in-person meeting is going on, has not been directly addressed in governor's order, by current status of the statute.

Questions/comments taken by Public at this time.

Parkview – Tentative date is set for June 28<sup>th</sup>. Renee explained we will know more on May 31<sup>st</sup>, in how to handle this meeting (re-attendee situation), when we receive more definitive guidelines from the Governor's office, for in-person meetings. Mr. Burke expects around 150 attendees and will try and get a more firm number. Renee explained this meeting date is solely for Parkview, and will have a start time of 6P.

b. **Community Development Department** – Dave Manhardt, Director

Very busy with Permits in CD.

New Construction: Toll Houses, Hills at Winchester, Blue Barn Meadows. Seeing a lot of home improvements, yard improvement activity. A lot of building permit activity going on.

Comp Plan – Currently working with modelers. Within a few weeks of having them complete. Waiting on this, in order to have the next working group, kick-off introductory meeting. Tentatively looking at early June.

Questions answered by Board/Public at this time.

**c. Finance Department-** Scott Boehret, Director

Doing the final testing for the credit card project.

Wells Fargo Electronic Deposit (WFED) – This is something the FN Department is working on in order to increase and better maintain internal controls over checks and billing processes. Allows for depositing checks while at the Township building, rather than having to go to bank. Should be live within the next week.

Business Privilege – Working on implementing this into Munis.

Audits – Met last on April 15<sup>th</sup>, 2016 Audit with target of end of March was not done. Status of 2016 Audit? It is substantially complete. The final step is for the audit firm to meet with FN Committee. Chris, from Herbein sent email stating they are going to present 2016, 2017, 2018, & 2019 all at once. They cannot issue finals of the audits until we have that meeting. From the Township's end (what we have done) 2016, 2017 is done—they have drafts for them; 2018 & 2019 we have completed all the requests for. We are waiting on final, which means auditors are doing their field work on 2018 & 2019, and then will come back to us with their wrap up questions. And, earlier this week Scott received the 2020 audit list which the team is working on getting the requests back to the auditor. Every year is done independently and there will be a report for each year.

Mailbox – there is now a drop box for bills. Reminder: If you drop bills off after 4P the day it is due, it will be considered late.

**d. Parks & Recreation Department –** Randy Cope, Director, Township Operations.

Randy Cope, Director, Township Operations, touched on the follows:

Continuing efforts for the Summer Playground Program. Currently maxed out at each of the locations. Currently have 300 children on waiting list.

Bathroom at CBP – Scheduled to be completed and open in the next few weeks.

Jacoby Park – Renovation plans currently in the design phase; reviewing those options with the P&RB. Anticipate coming back to BOC in June in order to move forward with this project.

Questions answered by Board/Public at this time.

Commissioner Wolk – Does SWT have a Parks master plan and one that can be shared with us? Randy said the last one done was done in 2009 and he can circulate that out to the Board. Updating of this is in the budget for this year. Currently waiting on completion of CP so that we have that information, which will help keep costs down in updating Parks Master plan. Looking to move forward with this late summer/early fall. We will be looking to award a contract for this project.

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Signs at CBP – Are going to keep those signs in place for a bit longer. Once road-paving project is complete, we will take some of those millings and create a small 5-8 space parking area across the street from the mill house, which the trail users would be permitted to use which should take care of the parking issues in that area. There will also be an additional parking expansion at the butterfly garden. Therefore, parking issues will be addressed in very near future.

No questions by Public.

**e. Police Department – Chief Glen Dorney**

Stats for month of April 2021: **Reports** were 1,138, YTD 4,639; EMS Calls 238, Business Patrol 175, Traffic Assignment 112 are the top calls.

**UCRs** (reported crimes) 30, YTD 200. **Arrests** 24, YTD 109

Chief congratulated Paul Dickinson on his early retirement as Lieutenant. Paul will be taking a Chief of Police position with Penn Ridge Regional Police Department in Bucks County. Chief said he did a fantastic job for the 18 years he was with SWT.

Youth Law Enforcement Academy – June 21-25, 2021.

Citizens Police Academy – Will be held on Thursday's, two-hour sessions, beginning September 16, 2021, and will run for 10 weeks. Will begin taking applications. Limited to approximately 30 attendees.

Bike patrols back up and running in CBP and also in some neighborhoods.

Med drop box will be back up and placed in the Public Entrance in between the two entry doors, accessible 24-7; camera in this area.

Hillview Road – Chief was up there 3 occasions. On one occasion sat there one hour, 31 cars, no one went over 25 mph. Officers are also doing direct patrol in that area. Working with PW to see if we can utilize signpost in order to put speed board in place. No good locations in SWT as to where this can be placed, due to the fact of having to mount an additional street sign which would involve a PA-one call—will work with Herb Bender/Mike Elias to see what is feasible.

Board/Public questions answered at this time.

**f. Public Works Department (Water & Sewer) – Randy Cope, Director, Township Operations**

Randy Cope, Director, Township Operations reported as follows:

Water Division – Keeping up with routine maintenance. VFDs currently being installed at Jacoby. Finishing up with bid specs for watermain replacement project in the CB Terrace neighborhood.

Sewer Division – TV-ing meter station 52 area looking for casting/replace repairs. Demo-ing some vac trucks, which may be proposed in the 2022 Budget.

Streets Division – Finished marking all roads in prep of road paving projects. In full routine maintenance in the SWT Parks.

Garage Division – Continued routine maintenance of fleets.

Stormwater Division – Preparing for work on retention pond over SWT Chase Park—fence repairs and sediment removal.

Board/Public questions answered at this time.

**g. Township Engineer – Tony Tallarida, The Pidcock Company**

Only one item submitted for the PC Meeting/one plan for tomorrow. Continuous keeping up-to-date with construction, inspections going on in SWT, as well as other items done for Township—clear site triangles, etc.

No questions from Board/Public at this time.

Vacancy Board Meeting – President Morgan explained the Vacancy Board did meet at 5:30P, prior to this evening’s BOC meeting. The VB consisted of Chairman Keisha Champagnie, along with the four commissioners. There was a 3-2 vote to appoint Ben Long to the vacant position which will run until January 3, 2022.

**13. COURTESY OF THE FLOOR:**

Monica Hodges – Subject: Citizen Kathy Rinehardt, 1212 Brickyard Road, said her flowers/vegetation continually being cut down. Randy Cope will look into.

Cindy Ruhe Smith – Subject: Audits.

Dave Kennedy – Subject: Bonds.

**14. PAYMENT OF INVOICES:**

**a. Invoices and Purchasing Requisitions have been reviewed by the Township Manager and the Director of Finance, who authorize that checks be issued to pay bills as tabulated.**

A MOTION was made by Commissioner Kelly, and seconded by Commissioner Wolk, to approve the payment of all invoices.

Roll Call Vote as follows:

Commissioner Wolk:	AYE
Commissioner Setton:	AYE
Commissioner Kelly:	AYE
Commissioner Morgan:	AYE

Motion carried.

**15. EXECUTIVE SESSION: No executive session after this meeting.**

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President Morgan – At this time, President Morgan wanted to take the time to personally congratulate all of the winners in the primary—Monica Hodges, Dave Kennedy, Joe Setton, and Tom Johns. Congratulations to all. Good luck to all going into the November elections.

**16. ADJOURNMENT:** At 8:44 p.m. a MOTION was made by Commissioner Kelly, which was seconded by Commissioner Wolk, to adjourn. All in favor; none opposed.

**17. APPROVED: June 2, 2021**

A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Wolk, to approve the May 19, 2021 BOC Meeting Minutes.

Roll Call vote as follows:

Commissioner Wolk:	AYE
Commissioner Long:	Abstained
Commissioner Setton:	AYE
Commissioner Kelly:	AYE
Commissioner Morgan:	AYE

Motion carried.

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