

Tuesday, January 4, 2022
Board of Commissioners - Reorganization Meeting

Public Meeting Room, 7:00 p.m.
South Whitehall Township Building
4444 Walbert Avenue
Allentown, PA 18104

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. NOTIFICATION

A. All public sessions of the South Whitehall Township Board of Commissioners are electronically recorded. The electronic record is kept until the minutes of the meeting are approved, and destroyed if a request is not made to retain the electronic version at that time.

B. Note - This is a "Consent Agenda". The Board of Commissioners has agreed to act upon the items under Agenda Item 5-D of this agenda by the taking of one vote following the reading of Agenda Item 5-D. If there are any objections to a particular item listed under Agenda Item 5-D, said item will be removed from this agenda and acted on independently by separate vote.

4. INSTALLATION OF ELECTED OFFICIALS

A. Administration of Oaths of Office by The Honorable Anna-Kristie M. Marks - Commissioners Monica Hodges, David M. Kennedy, and Brad Osborne

5. REORGANIZATION AND APPOINTMENTS

A. Motion to Nominate President of Board

B. Motion to Nominate Vice President of Board

C. Motion to Nominate Assistant Township Secretary

D. Motion to Extend all Professional Services Firms to Serve at the Pleasure of the Board of Commissioners for an Unspecified Contract Term

E. Reappointment of Treasurer

6. RESOLUTIONS

A. A Resolution Amending Resolution No. 2019-07 Designating Depositories for Township Funds

7. MOTIONS

A. Motion to Proceed with the Solicitation of Quotes, from Qualified Firms, to Assist in Recruitment Regarding Vacant Township Manager Position

B. Motion to Reopen 2022 Budget

8. CORRESPONDENCE AND INFORMATION ITEMS

A. Public Notice - South Whitehall Township 2022 Meeting Schedule

B. Public Notice - Joint Planning Commission-Board of Commissioners Comprehensive Plan Workshop Schedule

C. Wednesday, January 12, 2022 - Board of Commissioners Workshop Session, Topic "Ordinance Review"

9. DIRECTION/DISCUSSION ITEMS

10. OLD BUSINESS

A. Wehr's Dam - Status

11. MINUTES

12. COURTESY OF THE FLOOR

13. PAYMENT OF INVOICES

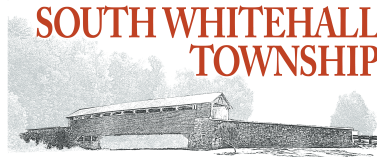
A. Invoices and Purchasing Requisitions have been reviewed by the Township Manager and the Director of Finance, who authorize that checks be issued to pay bills as tabulated.

14. EXECUTIVE SESSION

A. Scheduled Accordingly.

15. ADJOURNMENT

A. Motion to Adjourn.



Agenda Item Details

Meeting	Jan 04, 2022 - Board of Commissioners - Reorganization Meeting
Category	5. REORGANIZATION AND APPOINTMENTS
Subject	D. Motion to Extend all Professional Services Firms to Serve at the Pleasure of the Board of Commissioners for an Unspecified Contract Term
Access	Public
Type	Action (Consent)
Recommended Action	Explanation by Interim Township Manager, Randy Cope, followed by a motion to approve.

Public Content

Resolutions for Professional Services Firms:

1. Township Solicitor - Joseph A. Zator II, Zator Law Offices *
2. Alternate Township Solicitor - James L. Broughal; Broughal & Devito *
3. Civil Service Commission Solicitor - Eckert Seamans *
4. Pension Committee Solicitor - Eckert Seamans *
5. Labor Counsel - Eckert Seamans *
6. Additional Alternate Township Solicitor - Mark S. Cappuccio, Esquire
7. Building Code Appeals Board Solicitor - Lawrence B. Fox, Esquire *
8. Township Tax Appeal Hearing Officer - Lawrence B. Fox, Esquire *
9. Township Engineer - The Pidcock Company
10. Alternate Township Engineer - Keystone Consulting Engineers
11. Sewage Enforcement Officer (SEO) - Keystone Consulting Engineers
12. Geotechnical Engineer - Hanover Engineering
13. Alternate Sewage Enforcement Officer (SEO) - Hanover Engineering
14. Utility Engineer - Spotts, Stevens and McCoy (SSM)
15. Third-Party Residential Inspector - Barry Isett & Associates *
16. Third-Party Commercial Inspector - KeyCodes Inspection Agency*

* No Increase in Rates/Same as last year--2021.

Professional Services Resolutions.pdf (6,199 KB)

Administrative Content

Executive Content

**SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2022-02
(Duly Adopted January 4, 2022)**

**A RESOLUTION REAPPOINTING JOSEPH A. ZATOR II, ZATOR LAW, AS THE
TOWNSHIP SOLICITOR FOR THE TOWNSHIP OF SOUTH WHITEHALL**

WHEREAS, the Board of Commissioners desires to reappoint Joseph A. Zator, II, as the Township Solicitor for the Township of South Whitehall; and,

WHEREAS, the Township Commissioners are appreciative of the fine service which Joseph A. Zator, II, Zator Law, has rendered as Township Solicitor for the Township of South Whitehall.

NOW, THEREFORE, BE IT RESOLVED that Joseph A. Zator, II, Zator Law, 4400 Walbert Avenue, Allentown, PA, be reappointed as the Township Solicitor to serve at the pleasure of the Board of Commissioners for an unspecified contract term and/or until a successor shall have been appointed, and shall be paid compensation per the attached "Appendix – A" of this Resolution.

AND BE IT FURTHER RESOLVED that said Township Solicitor shall be authorized to designate other attorneys who are engaged in the practice of law with him to render services required by the Township, providing, however, that he shall be responsible for any and all legal services rendered by him or anyone designated by him.

DULY ADOPTED this 4th day of **January 2022** by the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, in lawful session duly assembled.

**TOWNSHIP OF SOUTH WHITEHALL
BOARD OF COMMISSIONERS**

President

ATTEST:

Scott Boehret, Twp. Secretary

From: [Joseph Zator](#)
To: [Tracy J. Fehnel](#); [April Wilk](#); [Jennifer Alderfer](#)
Cc: [Randy Cope](#)
Subject: RE: If you could please advise.... regarding your rates
Date: Monday, January 3, 2022 11:24:42 AM
Attachments: [image003.png](#)
[image004.png](#)

Happy new year Tracy! Our attorney rate will remain at \$190.00 per hour and the paralegal rate \$95 per hour. Thanks.

Joe

Joseph A. Zator II, Esquire



American Heritage Building
4400 Walbert Avenue at Ridgeview Drive
Allentown, PA 18104
P: 610.432.1900
F: 610.432.1707
[Visit our website](#)

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From: Tracy J. Fehnel <fehnel@southwhitehall.com>
Sent: Friday, December 31, 2021 12:02 PM
To: Joseph Zator <jzator@zatorlaw.com>; April Wilk <AWilk@zatorlaw.com>; Jennifer Alderfer <jalderfer@zatorlaw.com>
Cc: Randy Cope <coper@southwhitehall.com>
Subject: If you could please advise.... regarding your rates

Good Afternoon Joe, Jennifer, and April:

I know that you are not raising your rates; however, I'm not sure what they are holding at. I believe they've been the same for a few years now; however, could you please confirm what they are. I just want to have that information for the incoming commissioners in their packet.

I know you are out of the office; however, when you are back in, please forward that over to me, and I will add to boarddocs as soon as I receive. Randy and I will be checking our emails.

Thanks, and HAPPY NEW YEAR!

APPENDIX - A

From: [Joseph Zator](#)
To: [Tracy J. Fehnel](#)
Cc: [Randy Cope](#); [Jennifer Alderfer](#)
Subject: RE: Please Provide Your 2022 Professional Services Rate Schedule to South Whitehall Township
Date: Monday, December 20, 2021 11:57:21 AM
Attachments: [image001.png](#)
[image002.png](#)

Tracy, I will keep our rates the same for 2022. No change from 2021. Thanks!

Joe

Joseph A. Zator II, Esquire



American Heritage Building
4400 Walbert Avenue at Ridgeview Drive
Allentown, PA 18104

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From: Tracy J. Fehnel <fehnel@southwhitehall.com>
Sent: Tuesday, December 14, 2021 3:53 PM
Subject: Please Provide Your 2022 Professional Services Rate Schedule to South Whitehall Township
Importance: High

Good Afternoon Everyone:

At the Tuesday, January 4th South Whitehall Township Board of Commissioners' Reorganizational Meeting, we will have the Professional Services Reappointment Resolutions on the agenda, w/2022 Rate Schedule attached to the Resolution. These are usually two-year reappointments (on even numbered years), and then the following year (2023) would be a motion to only approve a rate schedule. Please forward your 2022 rate schedule to me by this time next week. If there is an increase in your rates from last year, please specify in your email exactly what the changes are, as the Commissioners will want to know. This explanation will be provided to them in their meeting packet.

Additionally, anyone whose fees are staying the same, please indicate as such. We will still need to have a Resolution of the agenda for your reappointment.

Tracy J. Fehnel

From: Joseph Zator (jzator@zatorlaw.com)
Sent: Monday, December 31, 2018 10:14 AM
To: 'Tracy J. Fehnel'
Cc: 'Renee C. Bickel'; Jennifer Alderfer; Stephanie Koenig
Subject: RE: Professional Services Rate Schedule for 2019

Tracy,

Thank you for your email. As we did not raise our rates in 2018, I would propose an increase for 2019. Attorney rates would increase from \$185/hour to \$190/hour... essentially less than the current national COLA increase. Paralegals would be increased from \$90/hour to \$95/hour.

Certainly, feel free to let me know should you have any questions.

I wish you the best for a great New Year's Eve holiday and a happy, healthy New Year in 2019.

Joe

Joseph A. Zator II, Esquire



American Heritage Building
4400 Walbert Avenue at Ridgeview Drive
Allentown, PA 18104
P: 610.432.1900
F: 610.432.1707
www.zatorlaw.com

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Pursuant to Treasury Regulations, any U.S. federal tax advice contained in this communication, unless otherwise stated, is not intended and cannot be used for the purpose of avoiding tax-related penalties. Thank you.

From: Tracy J. Fehnel [mailto:fehnel@southwhitehall.com]
Sent: Thursday, December 27, 2018 2:20 PM
Subject: Professional Services Rate Schedule for 2019
Importance: High

Everyone:

As in years' past, the month of January is when we place Resolutions w/new Rate Schedules on our Board of Commissioners' Meeting Agenda.

**SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2022-03
(Duly Adopted January 4, 2022)**

**A RESOLUTION REAPPOINTING JAMES L. BROUGHAL, BROUGHAL AND DEVITO,
LLP, AS THE ALTERNATE TOWNSHIP SOLICITOR FOR THE TOWNSHIP OF SOUTH
WHITEHALL**

WHEREAS, the Board of Commissioners desires to reappoint James L. Broughal, Broughal and DeVito, LLP, as the Alternate Township Solicitor for the Township of South Whitehall; and,

WHEREAS, the Township Commissioners are appreciative of the fine service which James L. Broughal has rendered as the Alternate Township Solicitor for the Township of South Whitehall.

NOW, THEREFORE, BE IT RESOLVED that James L. Broughal, Broughal and DeVito, LLP, 38 W. Market Street, Bethlehem, PA, be reappointed as the Alternate Township Solicitor to serve at the pleasure of the Board of Commissioners for an unspecified contract term and/or until a successor shall have been appointed, and shall be paid compensation per the attached "Appendix – A" of this Resolution.

AND BE IT FURTHER RESOLVED that said Alternate Township Solicitor shall be authorized to designate other attorneys who are engaged in the practice of law with him to render services required by the Township, providing, however, that he shall be responsible for any and all legal services rendered by him or anyone designated by him.

DULY ADOPTED this 4th day of **January 2022** by the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, in lawful session duly assembled.

**TOWNSHIP OF SOUTH WHITEHALL
BOARD OF COMMISSIONERS**

President

ATTEST:

Scott Boehret, Twp. Secretary

APPENDIX - A

From: [Lisa Pereira](#)
To: [Tracy J. Fehnel](#)
Subject: RE: Please Provide Your 2022 Professional Services Rate Schedule to South Whitehall Township
Date: Wednesday, December 15, 2021 7:11:21 AM
Attachments: [image001.png](#)

Good morning Tracy,

Our rates will remain the same (\$175.00/hr).

Have very Merry Christmas!

Lisa

Lisa A. Pereira, Esquire
Broughal & DeVito, LLP
38 West Market Street
Bethlehem, PA 18018
(610) 865-3664
(610) 865-0969 (Fax)
lisapereira@broughal-devito.com

PLEASE NOTE MY NEW EMAIL ADDRESS.

STATEMENT OF CONFIDENTIALITY: The information contained in this transmission including any attached documentation is privileged and confidential. It is intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copy of this communication is strictly prohibited. If you have received this communication in error, please notify Broughal & DeVito, LLP immediately by replying to this e-mail. Please delete all copies of this message and any attachments immediately.

IRS CIRCULAR 230 DISCLOSURE: As required by U.S. Treasury Regulations governing tax practice, you are advised that any written tax advice contained herein was not intended to be used, and cannot be used, by any taxpayer for the purpose of avoiding tax penalties that may be imposed under the Internal Revenue Code.

From: Tracy J. Fehnel <fehnel@southwhitehall.com>
Sent: Tuesday, December 14, 2021 3:53 PM
Subject: Please Provide Your 2022 Professional Services Rate Schedule to South Whitehall Township
Importance: High

Good Afternoon Everyone:

At the Tuesday, January 4th South Whitehall Township Board of Commissioners' Reorganizational Meeting, we will have the Professional Services Reappointment Resolutions on the agenda, w/2022 Rate Schedule attached to the Resolution. These are usually two-year reappointments (on even numbered years), and then the following year (2023) would be a motion to only approve a rate schedule. Please forward your 2022 rate schedule to me by this time next week. If there is an increase in your rates from last year, please specify in your

**SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2022-04
(Duly Adopted January 4, 2022)**

**A RESOLUTION REAPPOINTING ECKERT SEAMANS
AS SOLICITOR FOR THE CIVIL SERVICE COMMISSION**

WHEREAS, the Civil Service Commission of the Township of South Whitehall, Lehigh County, Pennsylvania, from time to time, requires the services of legal counsel in situations; and,

WHEREAS, the Board of Commissioners desires to reappoint Eckert Seamans as the Solicitor for the Civil Service Commission; and

WHEREAS, the Township Commissioners are appreciative of the fine service which Eckert Seamans has rendered as Solicitor for the Civil Service Commission.

NOW, THEREFORE, BE IT RESOLVED that Eckert Seamans be reappointed as Solicitor for the Civil Service Commission for the Township of South Whitehall, to serve at the pleasure of the Board of Commissioners for an unspecified contract term and/or until a successor shall be appointed, and that Eckert Seamans shall be paid compensation as enumerated in "Appendix A" of this resolution.

AND BE IT FURTHER RESOLVED that said Eckert Seamans, Solicitor for the Civil Service Commission, shall be authorized to designate attorneys who are engaged in the practice of law with them, to render services required by the Township, providing, however, that Eckert Seamans shall be responsible for any and all legal services rendered by anyone designated by Eckert Seamans.

DULY ADOPTED this 4th day of **January 2022**, by the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, in lawful session duly assembled.

**TOWNSHIP OF SOUTH WHITEHALL
BOARD OF COMMISSIONERS**

President

ATTEST:

Scott Boehret, Twp. Secretary

**SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2022-05
(Duly Adopted January 4, 2022)**

**A RESOLUTION REAPPOINTING ECKERT SEAMANS
AS SOLICITOR FOR THE PENSION COMMITTEE**

WHEREAS, the Pension Committee of the Township of South Whitehall, Lehigh County, Pennsylvania, from time to time, requires the services of legal counsel in situations; and,

WHEREAS, the Board of Commissioners desires to reappoint Eckert Seamans as the Solicitor for the Pension Committee; and,

WHEREAS, the Township Commissioners are appreciative of the fine service which Eckert Seamans has rendered as Solicitor for the Pension Committee.

NOW, THEREFORE, BE IT RESOLVED that Eckert Seamans be reappointed as Solicitor for the Pension Committee for the Township of South Whitehall, to serve at the pleasure of the Board of Commissioners for an unspecified contract term and/or until a successor shall be appointed, and that Eckert Seamans shall be paid compensation as enumerated in "Appendix A" of this resolution.

AND BE IT FURTHER RESOLVED that said Eckert Seamans, Solicitor for the Pension Committee, shall be authorized to designate attorneys who are engaged in the practice of law with them, to render services required by the Township, providing, however, that Eckert Seamans shall be responsible for any and all legal services rendered by anyone designated by Eckert Seamans.

DULY ADOPTED this 4th day of **January 2022**, by the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, in lawful session duly assembled.

**TOWNSHIP OF SOUTH WHITEHALL
BOARD OF COMMISSIONERS**

President

ATTEST:

Scott Boehret, Twp. Secretary

**SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2022-06
(Duly Adopted January 4, 2022)**

**A RESOLUTION REAPPOINTING ECKERT SEAMANS AS
LABOR COUNSEL FOR SOUTH WHITEHALL TOWNSHIP**

WHEREAS, the Board of Commissioners desires to reappoint Ryan J. Cassidy, of Eckert Seamans, as the Township Labor Counsel for South Whitehall Township; and,

WHEREAS, the Township Commissioners are appreciative of the fine service which Ryan J. Cassidy, of Eckert Seamans has rendered as the Township Labor Counsel for South Whitehall Township.

NOW, THEREFORE, BE IT RESOLVED that Ryan J. Cassidy, of Eckert Seamans be reappointed as the Township Labor Counsel for South Whitehall Township, to serve at the pleasure of the Board of Commissioners for an unspecified contract term and/or until a successor shall be appointed, and that Eckert Seamans shall be paid compensation as enumerated in "Appendix A" of this resolution.

AND BE IT FURTHER RESOLVED that said Township Labor Counsel for South Whitehall Township shall be authorized to designate other attorneys who are engaged in the practice of law with him to render services required by the Township, providing, however, that he shall be responsible for any and all legal services rendered by him or anyone designated by him.

DULY ADOPTED this 4th day of **January 2022** by the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, in lawful session duly assembled.

**TOWNSHIP OF SOUTH WHITEHALL
BOARD OF COMMISSIONERS**

President

ATTEST:

Scott Boehret, Twp. Secretary

From: [Ryan J. Cassidy](#)
To: [Tracy J. Fehnel](#)
Cc: [Amy Snyder](#); [Scott E. Blissman](#)
Subject: RE: Please Provide Your 2022 Professional Services Rate Schedule to South Whitehall Township
Date: Thursday, December 16, 2021 12:17:00 PM
Attachments: [image001.png](#)

Good afternoon, Tracy. We will not be increasing our rates for 2022, so there will be a zero percent increase for South Whitehall Township. Thank you, and Happy Holidays.

Regards,
Ryan



Ryan J. Cassidy, Member
ECKERT SEAMANS CHERIN & MELLOTT, LLC
Two Liberty Place, 22nd Floor, 50 South 16th Street | Philadelphia, PA 19102
T: 215-851-8531 C: 215-498-5248 F: 215-851-8383

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From: Tracy J. Fehnel <fehnel@southwhitehall.com>
Sent: Tuesday, December 14, 2021 3:53 PM
Subject: [External] Please Provide Your 2022 Professional Services Rate Schedule to South Whitehall Township
Importance: High

Good Afternoon Everyone:

At the Tuesday, January 4th South Whitehall Township Board of Commissioners’ Reorganizational Meeting, we will have the Professional Services Reappointment Resolutions on the agenda, w/2022 Rate Schedule attached to the Resolution. These are usually two-year reappointments (on even numbered years), and then the following year (2023) would be a motion to only approve a rate schedule. Please forward your 2022 rate schedule to me by this time next week. If there is an increase in your rates from last year, please specify in your email exactly what the changes are, as the Commissioners will want to know. This explanation will be provided to them in their meeting packet.

Additionally, anyone whose fees are staying the same, please indicate as such. We will still need to have a Resolution of the agenda for your reappointment.

Please respond to me at fehnel@southwhitehall.com or feel free to call me if you have any questions/concerns. Thanks so much,

Tracy J.B. Fehnel
Insurance Administrator & Executive Assistant to
Randy T. Cope, Interim Twp Manager &
Director of Township Operations/ORO
4444 Walbert Avenue
Allentown, PA 18104
610-398-0401, x202

APPENDIX - A

From: [Ryan J. Cassidy](#)
To: [Tracy J. Fehnel](#)
Cc: [Amy Snyder](#); [Scott E. Blissman](#)
Subject: RE: Please Provide Your 2022 Professional Services Rate Schedule to South Whitehall Township
Date: Thursday, December 16, 2021 12:17:00 PM
Attachments: [image001.png](#)

Good afternoon, Tracy. We will not be increasing our rates for 2022, so there will be a zero percent increase for South Whitehall Township. Thank you, and Happy Holidays.

Regards,
Ryan



Ryan J. Cassidy, Member
ECKERT SEAMANS CHERIN & MELLOTT, LLC
Two Liberty Place, 22nd Floor, 50 South 16th Street | Philadelphia, PA 19102
T: 215-851-8531 C: 215-498-5248 F: 215-851-8383

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From: Tracy J. Fehnel <fehnel@southwhitehall.com>
Sent: Tuesday, December 14, 2021 3:53 PM
Subject: [External] Please Provide Your 2022 Professional Services Rate Schedule to South Whitehall Township
Importance: High

Good Afternoon Everyone:

At the Tuesday, January 4th South Whitehall Township Board of Commissioners' Reorganizational Meeting, we will have the Professional Services Reappointment Resolutions on the agenda, w/2022 Rate Schedule attached to the Resolution. These are usually two-year reappointments (on even numbered years), and then the following year (2023) would be a motion to only approve a rate schedule. Please forward your 2022 rate schedule to me by this time next week. If there is an increase in your rates from last year, please specify in your email exactly what the changes are, as the Commissioners will want to know. This explanation will be provided to them in their meeting packet.

Additionally, anyone whose fees are staying the same, please indicate as such. We will still need to have a Resolution of the agenda for your reappointment.

Please respond to me at fehnel@southwhitehall.com or feel free to call me if you have any questions/concerns. Thanks so much,

A handwritten signature in cursive script that reads "Tracy".

Tracy J.B. Fehnel
Insurance Administrator & Executive Assistant to
Randy T. Cope, Interim Twp Manager &
Director of Township Operations/ORO
4444 Walbert Avenue
Allentown, PA 18104
610-398-0401, x202

Tracy J. Fehnel

From: Ryan J. Cassidy <rcassidy@eckertseamans.com>
Sent: Tuesday, December 29, 2020 6:05 PM
To: Tracy J. Fehnel
Cc: asnyder@ekcertseamans.com; Renee C. Bickel; Scott E. Blissman
Subject: RE: [External] 2021 Professional Rate Schedules for South Whitehall Township

Hi Tracy. We will not be requesting any rate increases for 2021. Thank you.

Sent with BlackBerry Work
(www.blackberry.com)



Ryan J. Cassidy, Member
ECKERT SEAMANS CHERIN & MELLOTT, LLC
Two Liberty Place, 22nd Floor, 50 South 16th Street | Philadelphia, PA 19102
T: 215-851-8531 C: 215-498-5248 F: 215-851-8383

From: Tracy J. Fehnel <fehnel@southwhitehall.com>
Date: Tuesday, Dec 29, 2020, 4:17 PM
Subject: [External] 2021 Professional Rate Schedules for South Whitehall Township

Everyone – On the January 6th South Whitehall Township Board of Commissioners’ Agenda, we will have motions to approve the 2021 rate schedules for our Professional Services people. (Reappointments occur even numbered years.) If you have not already submitted your rate schedule for 2021, please forward to me so that it can be on the January 6th agenda. The commissioners have asked that if you have an increase in your fees, that you be in attendance at the Wednesday, January 6th meeting held via GoToMeeting at 7P. The dial-in link to the meeting will be on the main page of our website. We have a new board, and they want to be able to ask questions before making a motion to approve the fee schedules. If there are no changes, there is no need to call in, and there will be no need to have a motion on the agenda. Some of you have already advise of this fact, so simply disregard this email. I will advise BOC of those whose fees remain the same as last year.

Please respond to me at fehnel@southwhitehall.com or feel free to call me if you have any questions/concerns. Thanks so much,

Tracy J.B. Fehnel
Insurance Administrator & Executive Assistant to
Renee C. Bickel, Township Manager &

Tracy J. Fehnel

From: Amy Snyder <ASnyder@eckertseamans.com>
Sent: Friday, December 27, 2019 1:52 PM
To: Tracy J. Fehnel
Cc: Renee C. Bickel; Ryan J. Cassidy
Subject: RE: Professional Services Rates for 2020

Hi Tracy,

Happy holidays! In response to your request below, we are freezing our rates for the Township for 2020. Therefore, there will be no increase to our hourly rates.

Feel free to email or call with any questions.

Thanks,
Amy

Amy Z. Snyder
ECKERT SEAMANS CHERIN & MELLOTT, LLC

Two Liberty Place
50 South 16th Street • 22nd Floor • Philadelphia, PA 19102
Direct (215) 851.8433 | Mobile (215) 680.6242
asnyder@eckertseamans.com
eckertseamans.com



From: Tracy J. Fehnel [mailto:fehnel@southwhitehall.com]
Sent: Friday, December 20, 2019 4:08 PM
To: 'jzator@zatorlaw.com' <jzator@zatorlaw.com>; Jennifer Alderfer (jalderfer@zatorlaw.com) <jalderfer@zatorlaw.com>; John Ralph Russek (rrussek@pidcockcompany.com) (rrussek@pidcockcompany.com) <rrussek@pidcockcompany.com>; Anthony F. Tallarida <atallarida@pidcockcompany.com>; jamespreston@broughal-devito.com; 'lisapereira@broughal-devito.com' <lisapereira@broughal-devito.com>; Tracy@broughal-devito.com; Bill Erdman (werdman@kceinc.com) <werdman@kceinc.com>; 'sstaufer@kceinc.com' <sstaufer@kceinc.com>; Ryan J. Cassidy <rcassidy@eckertseamans.com>; Amy Snyder <ASnyder@eckertseamans.com>; Scott E. Blissman <SBlissman@eckertseamans.com>; 'mullanelaw@aol.com' <mullanelaw@aol.com>; scalluori@codemaster.info; karend@codemaster.info; 'info@keycodes.net' <info@keycodes.net>; Jill Smith <jsmith@hanovereng.com>; Charles Unangst <cunangst@hanovereng.com>; 'darryl.jenkins@ssmgroup.com' <darryl.jenkins@ssmgroup.com>; s.casey@cmtservicesgroup.com; 'LBFox@LBFoxLaw.com' <LBFox@LBFoxLaw.com>
Cc: Renee C. Bickel <bickelr@southwhitehall.com>; George Kinney <kinneyg@southwhitehall.com>; Steve Carr <carrs@southwhitehall.com>; Randy Cope <coper@southwhitehalltp.org>; Tracy J. Fehnel <fehnel@southwhitehall.com>; Scott Boehret <boehrets@southwhitehall.com>
Subject: [External] Professional Services Rates for 2020
Importance: High

Good Afternoon:

***Please see last page for rates to use for 2019. They are same as last year/2018.**

Tracy J. Fehnel

From: Ryan J. Cassidy <rcassidy@eckertseamans.com>
Sent: Thursday, January 03, 2019 10:22 AM
To: Tracy J. Fehnel
Cc: Gail Evangelista
Subject: RE: Professional Services Rate Schedule for 2019

Hi Tracy, and Happy New Year. I did not receive your original message for some reason, but Scott and Amy forwarded it to me. In any event, we are freezing our rates for South Whitehall for 2019, so there will not be a rate increase. Let me know if you need any additional information. Thank you.

Regards,
Ryan

**Ryan J. Cassidy, Esq. | Partner & Member
Firm-Wide Chair, Labor & Employment Group
ECKERT SEAMANS CHERIN & MELLOTT, LLC**

Two Liberty Place
50 South 16th Street • 22nd Floor • Philadelphia, PA 19102
Direct (215) 851.8531 | Mobile (215) 498.5248
rcassidy@eckertseamans.com

From: Tracy J. Fehnel [<mailto:fehnel@southwhitehall.com>]
Sent: Monday, December 31, 2018 8:53 AM
To: Amy Snyder <ASnyder@eckertseamans.com>
Cc: Ryan J. Cassidy <rcassidy@eckertseamans.com>
Subject: [External] RE: Professional Services Rate Schedule for 2019

Good Morning Amy – Thanks for your email. When I sent this email out, I put everyone’s email under BCC, just so that others could not see who else received. I did include both Ryan and Scott on this email; however, a forward from you certainly does not hurt. ☺

Lastly, I wish you and your family and very Happy New Year in 2019!

Tracy

From: Amy Snyder [<mailto:ASnyder@eckertseamans.com>]
Sent: Friday, December 28, 2018 4:19 PM
To: Tracy J. Fehnel
Subject: RE: Professional Services Rate Schedule for 2019

Hi Tracy—

I hope you had a nice holiday! I forwarded your email to Ryan Cassidy; I’m not sure if he received one. If he is not on the list, can you add him going forward? He will respond on behalf of the firm.

Thanks and happy new year.
Amy

Rate for 2019 are same as 2018. See below.

Fehnel Tracy J.

From: Amy Snyder <ASnyder@eckertseamans.com>
Sent: Friday, December 29, 2017 12:45 PM
To: Fehnel Tracy J.
Cc: Bickel Renee C.; Ryan J. Cassidy
Subject: Reorganizational Meeting

Hi Tracy,

Our secretary is out of the office today. I am including the information below, but please let me know if you'd like us to follow up with something more formal.

Ryan Cassidy - \$325 (\$10 increase from 2014 rates)
Mike Jones - \$325 (new rate)
Scott Blissman - \$315 (\$20 increase from 2014 rates)
Amy Snyder - \$295 (\$20 increase from 2014 rates)
Rachel King - \$205 (no change)

Thanks,
Amy

Amy Z. Snyder
ECKERT SEAMANS CHERIN & MELLOTT, LLC

Two Liberty Place
50 South 16th Street • 22nd Floor • Philadelphia, PA 19102
Direct (215) 851.8433 | Mobile (215) 680.6242
asnyder@eckertseamans.com
eckertseamans.com



From: Fehnel Tracy J. [<mailto:fehnel@southwhitehall.com>]
Sent: Thursday, December 28, 2017 2:52 PM
To: Ryan J. Cassidy
Cc: Bickel Renee C.
Subject: Reorganizational Meeting

Good Afternoon Attorney Cassidy,

I am putting together the Reorganizational Meeting for January 4, 2017. Could you please forward your rates for 2018 so that I can put them on this agenda. I have attached what we previously received from you. Perhaps you could simply just update the attached. That would work nicely.

Thanks so much.

Sincerely,

**SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2022-07
(Duly Adopted January 4, 2022)**

A RESOLUTION REAPPOINTING MARK S. CAPPUCCIO, ESQUIRE, EASTBURN AND GRAY PC, AS AN ADDITIONAL ALTERNATE TOWNSHIP SOLICITOR FOR THE TOWNSHIP OF SOUTH WHITEHALL

WHEREAS, the Board of Commissioners desires to reappoint Mark S. Cappuccio, Esquire, of Eastburn and Gray, PC, as an additional Alternate Township Solicitor for the Township of South Whitehall;

NOW, THEREFORE, BE IT RESOLVED that Mark S. Cappuccio, Eastburn and Gray, PC, 60 E. Court Street, Doylestown, PA 18901, be reappointed as an additional Alternate Township Solicitor to serve at the pleasure of the Board of Commissioners for an unspecified contract term and/or until a successor shall be appointed, and shall be paid compensation per the attached "Appendix – A" of this Resolution.

AND BE IT FURTHER RESOLVED that said additional Alternate Township Solicitor shall be authorized to designate other attorneys who are engaged in the practice of law with him to render services required by the Township, providing, however, that he shall be responsible for any and all legal services rendered by him or anyone designated by him.

DULY ADOPTED this 4th day of **January 2022** by the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, in lawful session duly assembled.

**TOWNSHIP OF SOUTH WHITEHALL
BOARD OF COMMISSIONERS**

President

ATTEST:

Scott Boehret, Twp. Secretary

From: [Mark S. Cappuccio](#)
To: [Tracy J. Fehnel](#); [Randy Cope](#)
Cc: [JoAnn Zee](#)
Subject: RE: rate schedule needed
Date: Monday, January 3, 2022 2:48:20 PM
Attachments: [Ltr to R. Cope re 2022 rate - S. Whitehall Twp - Jaindl and Kay.pdf](#)
[Executed engagement letter and resolution 7-7-21.pdf](#)

Randy and Tracy,

Attached is the letter setting forth the rate for 2022, as well as my July 2021 letter. Feel free to call if you have any questions.

Regards, Mark



Mark S. Cappuccio, Esquire | Eastburn and Gray, PC

60 E. Court Street | P.O. Box 1389 | Doylestown, PA 18901

Phone: 215.461.1240 | Fax: 215.345.9142 | Email: MCappuccio@eastburngray.com

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From: Tracy J. Fehnel <fehnel@southwhitehall.com>
Sent: Monday, January 03, 2022 12:33 PM
To: Mark S. Cappuccio <MCappuccio@eastburngray.com>
Cc: Randy Cope <coper@southwhitehall.com>
Subject: RE: rate schedule needed

Thanks Attorney Cappuccio! I will be on the lookout for this.

Tracy

From: Mark S. Cappuccio <MCappuccio@eastburngray.com>
Sent: Monday, January 3, 2022 12:10 PM
To: Randy Cope <coper@southwhitehall.com>
Cc: Tracy J. Fehnel <fehnel@southwhitehall.com>; JoAnn Zee <JZee@eastburngray.com>
Subject: RE: rate schedule needed

Hi Randy,

Happy New Year to you and Tracy. I am confirming receipt of your email. The firm's

conflict counsel rate increased by \$10/hour this year.

I will forward to you the engagement letter with the new rate to serve as conflict counsel (increased from \$260 to \$270 in 2022). You should have the letter this afternoon. Feel free to give me a call if you have any questions.

Thank you,
Mark



Mark S. Cappuccio, Esquire | Eastburn and Gray, PC

60 E. Court Street | P.O. Box 1389 | Doylestown, PA 18901

Phone: 215.461.1240 | Fax: 215.345.9142 | Email: MCappuccio@eastburngray.com

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From: Randy Cope <coper@southwhitehall.com>
Sent: Monday, January 03, 2022 10:11 AM
To: Mark S. Cappuccio <MCappuccio@eastburngray.com>
Cc: Tracy J. Fehnel <fehnel@southwhitehall.com>
Subject: rate schedule needed

Hi Mark,

We need your rate schedule ASAP for the 2022 year. We have our reorganization meeting tomorrow evening, and I believe yours is the last one we need for our packet. Can you please email this to me today or first thing tomorrow morning?

Thanks so much,
Randy

Randy Cope

Interim Township Manager, Treasurer
South Whitehall Township
4444 Walbert Avenue
Allentown PA 18104
610-398-0401 (office)
www.southwhitehall.com

Thomas F. J. MacAniff
John A. VanLuvanee
Derek J. Reid*
D. Rodman Eastburn
Joanne D. Sommer
John N. Schaeffer, III
David L. Marshall
Grace M. Deon*
G. Michael Carr*
Robert M. Cox*
William T. Dudeck*
Kimberly Litzke
Marc D. Jonas
Judy Hayman*
Julie L. Von Spreckelsen*
Mark S. Cappuccio
Robert R. Watson, Jr.
Michael E. Peters*
Erin K. Aronson*
Sarah A. Eastburn *
R. Rex Herder, Jr.
Henry E. Van Blunk*
Zachary A. Sivertsen*
Joan R. Price
Michael T. Pidgeon*
Jennifer N. Donaldson*
Mark D. Eastburn*
John P. McShea
Abigail C. S. Bukowski

Of Counsel

Charles H. Dorsett, Jr.
Kenneth R. Williams
Eric R. Tobin

*Also admitted in
New Jersey

Mark S. Cappuccio
60 E. Court Street
P.O. Box 1389
Doylestown, PA 18901
Main: 215-345-7000
Direct: 215-461-1240
Fax: 215-345-9142
mcappuccio@eastburngray.com

January 3, 2022

VIA EMAIL ONLY: coper@southwhitehall.com
South Whitehall Township
c/o Randy Cope, Interim Township Manager, Treasurer
4444 Walbert Avenue
Allentown, PA 18104

Re: Jaindl / Kay Builders – Water Easement Matter
E&G’s 2022 Conflict Counsel Rate

Dear Mr. Cope:

This letter is in response to your request for Eastburn and Gray, PC’s 2022 rate schedule with regard to the above referenced matter. We serve as the alternate solicitor when requested by the Township.

Eastburn and Gray’s conflict counsel rate has increased by \$10 per hour, and the rate for the 2022 year will be \$270 per hour. I have attached our July 1, 2021 correspondence outlining the matter for which the firm is working with South Whitehall Township and the terms of engagement as conflict counsel. The terms in that letter will remain the same, but for the hourly rate as above described.

It is a pleasure to work with you. If you have any questions, please do not hesitate to contact me.

Very truly yours,



Mark S. Cappuccio

MSC:jz
Attachment

Agreed to this _____ day of January, 2022.

Chair, South Whitehall Township
Board of Supervisors

**SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2021-18
(Duly Adopted July 7, 2021)**

**A RESOLUTION APPOINTING MARK S. CAPPUCCIO, ESQUIRE, EASTBURN AND
GRAY PC, AS AN ADDITIONAL ALTERNATE TOWNSHIP SOLICITOR FOR THE
TOWNSHIP OF SOUTH WHITEHALL**

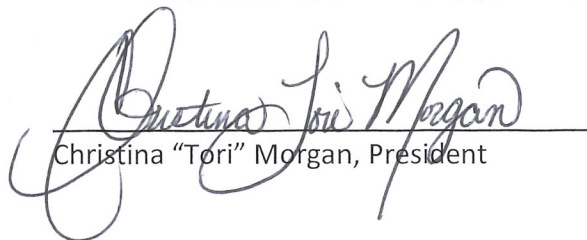
WHEREAS, the Board of Commissioners desires to appoint Mark S. Cappuccio, Eastburn and Gray, PC, as an additional Alternate Township Solicitor for the Township of South Whitehall;

NOW, THEREFORE, BE IT RESOLVED that Mark S. Cappuccio, Eastburn and Gray, PC, 60 E. Court Street, Doylestown, PA 18901, be appointed as an additional Alternate Township Solicitor for a period of two (2) years, said appointment terminating on December 31, 2023, or until a successor shall have been appointed, and shall be paid compensation per the attached "Appendix – A" of this Resolution.

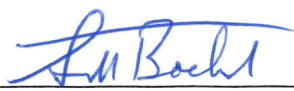
AND BE IT FURTHER RESOLVED that said additional Alternate Township Solicitor shall be authorized to designate other attorneys who are engaged in the practice of law with him to render services required by the Township, providing, however, that he shall be responsible for any and all legal services rendered by him or anyone designated by him.

DULY ADOPTED this 7th day of **July 2021** by the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, in lawful session duly assembled.

**TOWNSHIP OF SOUTH WHITEHALL
BOARD OF COMMISSIONERS**


Christina "Tori" Morgan, President

ATTEST:



Scott Boehret, Twp. Secretary



Thomas F. J. MacAniff
 John A. VanLuvanee
 Derek J. Reid*
 D. Rodman Eastburn
 Joanne D. Sommer
 John N. Schaeffer, III
 David L. Marshall
 Grace M. Deon*
 G. Michael Carr*
 Robert M. Cox*
 William T. Dudeck*
 Kimberly Litzke
 Marc D. Jonas
 Judy Hayman*
 Julie L. Von Spreckelsen*
 Mark S. Cappuccio
 Robert R. Watson, Jr.
 Hugh J. Algeo, IV*
 Michael E. Peters*
 Erin K. Aronson*
 Sarah A. Eastburn *
 R. Rex Herder, Jr.
 Henry E. Van Blunk*
 Zachary A. Sivertsen*
 Joan R. Price
 Michael T. Pidgeon*
 Jennifer N. Donaldson*
 Mark D. Eastburn*
 John P. McShea

Mark S. Cappuccio
 60 E. Court Street
 P.O. Box 1389
 Doylestown, PA 18901
 Main: 215-345-7000
 Direct: 215-461-1240
 Fax: 215-345-9142
 mcappuccio@eastburngray.com

July 1, 2021

VIA EMAIL ONLY: bickelr@southwhitehall.com
 South Whitehall Township
 c/o Renee Bickel, SHRM-SCP, SPHR
 Township Manager
 4444 Walbert Avenue
 Allentown, PA 18104

Re: Jaindl / Kay Builders – Water Easement

Dear Ms. Bickel:

We are pleased you have asked our firm to serve as counsel in connection with a water easement involving Jaindl and Kay Builders.

This letter describes the basis on which our firm will provide legal services. If you have any questions about these provisions or if you would like to discuss possible modifications, do not hesitate to call.

1. **Scope of Representation.** Our client in this matter will be South Whitehall Township. Our engagement will be with regard to the representation of you in certain matters in which you specifically request our engagement and we express our acceptance. You may limit or expand the scope of our representation from time to time, provided that any substantial expansion must be agreed to by us.

2. **Terms of Engagement.** Either of us may terminate the engagement at any time for any reason by written notice subject, on our part, to applicable Rules of Professional Conduct. In the event that we terminate the engagement, we will take such steps as are reasonably practicable to protect your interests and, if you request, we will suggest to you possible successor counsel. We will provide the successor counsel with any original papers that you provide to us and copies of our file materials. If permission for withdrawal is required by any court, we will promptly apply for such permission, if you agree to engage successor counsel to represent you.

Of Counsel

Charles H. Dorsett, Jr.
 Kenneth R. Williams
 Eric R. Tobin

*Also admitted in
 New Jersey

Unless previously terminated, our representation of you will terminate upon our sending you our final statement for services rendered. Following such termination, otherwise non-public information that you have supplied to us which is retained by us will be kept confidential in accordance with the applicable rules of professional conduct. At your request, your papers and property will be returned to you promptly upon receipt of payment for outstanding fees and costs. Our own work files, including lawyer work product pertaining to the matter, will be retained by the firm. For various reasons, including minimization of unnecessary storage expenses, we reserve the right to destroy or otherwise dispose of any such documents or other materials retained by us within a reasonable time after termination of the engagement.

You are engaging the firm to provide legal services in connection with a specific matter. After completion of the matter, changes may occur in applicable laws or regulations that could have an impact upon the future rights and responsibilities of the client. The firm will have no continuing obligation to advise with respect to such future legal developments.

3. Fees and Expenses. Fees will be based on the time expended by, and at the billing rate for, each attorney and legal assistant devoting time to this matter. Time is charged for any performance of service in increments no less than one-quarter of an hour. Our billing rates for attorneys currently range from \$150.00 an hour for new associates to \$450.00 an hour for partners. My current hourly municipal rate to serve as conflict counsel is \$260.00. If a matter proceeds to litigation, my litigation rate in conflict matters is \$350/hour. The firm charges my time porte-to-porte.

Billing rates are subject to change from time to time. At this time, we are not requesting a retainer, but reserve the right to do so in the future. If we retain a consultant on your behalf with your approval, the fees and expenses of such consultants will not be paid by us, but will be billed directly to you.

Statements will normally be rendered monthly for work performed and expenses incurred during the previous month. You must contact us in writing if you have any questions or complaints concerning any charges on your billing statements. All balances on your account are due thirty (30) days after the date of the billing statement unless other payment arrangements are made. If you do not pay your account when due, we have the right, at our discretion, to withdraw from your case. A service charge calculated at the rate of 12% per annum will be assessed on amounts remaining unpaid for more than thirty (30) days to the date of the billing statement.

The fees and costs relating to this matter are not predictable. Accordingly, we have made no commitment to you concerning the maximum fees and costs that will be necessary to resolve or complete this matter. It is also expressly understood that payment of our firm's fees and costs is in no way contingent on the ultimate outcome of this matter.

4. Client Responsibilities. You agree to cooperate fully with us and to provide promptly all information known or available to you relevant to our representation. You also agree to pay our statements for services and expenses in accordance with paragraph 3 above.

5. Conflicts. Our firm represents many other companies and individuals. It is possible that during the time that we are providing representation, some of our present or future clients may have objection to what you propose to do. The condition of our representation of your interests is that you agree that we may continue to represent or may undertake in the future to represent existing or new clients in any matter that is not related to our work for you.

6. Communication. During the course of our representation, we may have the opportunity to correspond using numerous communication mediums. In addition to traditional delivery methods, such as postal service and telephone, constantly developing technology offers further means that are generally accepted and used by individuals and businesses. For convenience and expediency, each of us may utilize these other means, which include facsimile, cellular, text messaging, electronic mail and file share services. It is important to understand that these mediums are not necessarily secure from interception or alteration by others. Transmitted information is capable of interception and immediate reproduction, alteration, and widespread distribution at relatively little cost or effort. We intend to use these mediums to communicate with you and others during the course of our representation. However, you should be aware of the security concerns and take these issues into consideration when using these means of communication.

Please give me a call if you have any questions concerning this letter. Otherwise, kindly have the Chair of the Board of Supervisors sign below and return to me via email or fax.

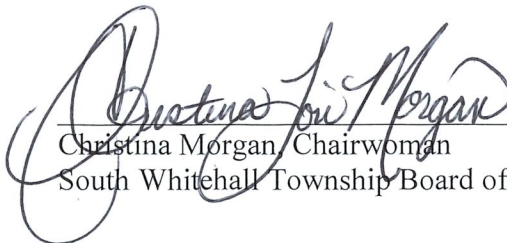
Very truly yours,



Mark S. Cappuccio

MSC:jz

Agreed to this 7th day of July, 2021.



Christina Morgan, Chairwoman
South Whitehall Township Board of Supervisors

**SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2022-08
(Duly Adopted January 4, 2022)**

**A RESOLUTION REAPPOINTING LAWRENCE B. FOX, ESQUIRE, AS SOLICITOR
TO THE BUILDING CODE APPEALS BOARD FOR SOUTH WHITEHALL TOWNSHIP**

WHEREAS, the Township Building Code Appeals Board desires to reappoint Attorney Lawrence B. Fox as Building Code Appeals Board Solicitor for the Township of South Whitehall; and,

WHEREAS, the Township Commissioners are appreciative of the fine service which Lawrence B. Fox has rendered as the Township Building Code Appeals Board Solicitor for the Township of South Whitehall; and

WHEREAS, Lawrence B. Fox has acknowledged his willingness to continue to serve as the Township Building Code Appeals Board Solicitor.

NOW, THEREFORE, BE IT RESOLVED that Lawrence B. Fox, Esquire, be reappointed as the Solicitor to the Building Code Appeals Board for South Whitehall Township, to serve at the pleasure of the Board of Commissioners for an unspecified contract term and/or until a successor shall be appointed, and that Lawrence B. Fox, Esquire, shall be paid compensation as enumerated in "Appendix A" of this resolution.

AND BE IT FURTHER RESOLVED that said Township Building Code Appeals Board Solicitor shall be authorized to designate other attorneys who are engaged in the practice of law with him to render services required by the Township, providing, however, that he shall be responsible for any and all legal services rendered by said person.

DULY ADOPTED this 4th day of **January 2022** by the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, in lawful session duly assembled.

**TOWNSHIP OF SOUTH WHITEHALL
BOARD OF COMMISSIONERS**

President

ATTEST:

Scott Boehret, Twp. Secretary

SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA

RESOLUTION NO. 2022-09
(Duly Adopted January 4, 2022)

A RESOLUTION REAPPOINTING LAWRENCE B. FOX, ESQUIRE, AS THE TOWNSHIP TAX APPEAL HEARING OFFICER, AND ESTABLISHING THE MANNER OF COMPENSATION OF THE TOWNSHIP TAX APPEAL HEARING OFFICER, FOR THE TOWNSHIP OF SOUTH WHITEHALL

WHEREAS, the General Assembly of the Commonwealth of Pennsylvania enacted the Local Taxpayers Bill of Rights (the "LTBR") within the provisions of Act 50 of 1998, codified at 53 P.S. §8421-8438; and

WHEREAS, by Ordinance No. 694, the Board of Commissioners of South Whitehall Township has adopted rules and regulations for practice and procedures implementing LTBR and other matters including the establishment of the Tax Appeal Hearing Officer; and

WHEREAS, the Board of Commissioners desires to reappoint **Lawrence B. Fox, Esquire**, as Tax Appeal Hearing Officer for the Township of South Whitehall.

NOW, THEREFORE, BE IT RESOLVED that **Lawrence B. Fox, Esquire**, be reappointed as Tax Appeal Hearing Officer for the Township of South Whitehall, to serve at the pleasure of the Board of Commissioners for an unspecified contract term and/or until a successor shall be appointed, and that Lawrence B. Fox, Esquire, shall be paid compensation as enumerated in "Appendix A" of this resolution.

AND BE IT FURTHER RESOLVED that said Township Tax Appeal Hearing Officer shall be authorized to designate other attorneys who are engaged in the practice of law with him to render services required by the Township, providing, however, that he shall be responsible for any and all legal services rendered by him or anyone designated by him.

DULY ADOPTED this 4th day of **January 2022** by the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, in lawful session duly assembled.

TOWNSHIP OF SOUTH WHITEHALL
BOARD OF COMMISSIONERS

President

ATTEST:

Scott Boehret, Twp. Secretary

APPENDIX - A

From: LBFox@lbfoxlaw.com
To: [Tracy J. Fehnel](mailto:Tracy.J.Fehnel)
Subject: RE: Please Provide Your 2022 Professional Services Rate Schedule to South Whitehall Township
Date: Tuesday, December 14, 2021 4:33:22 PM
Attachments: [image001.png](#)

Hi Tracy: My legal fee for year 2022 will remain the same i.e. \$150 per hour. Thank you for permitting me to serve the Township of South Whitehall.

Law Offices of Lawrence B. Fox, P.C.
1834 Pennsylvania Avenue
Hanover Township
Allentown, PA 18109
Telephone: 610.861.9297
Facsimile: 610.861.5989

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From: Tracy J. Fehnel <fehnel@southwhitehall.com>
Sent: Tuesday, December 14, 2021 3:53 PM
To: Undisclosed recipients:
Subject: Please Provide Your 2022 Professional Services Rate Schedule to South Whitehall Township
Importance: High

Good Afternoon Everyone:

At the Tuesday, January 4th South Whitehall Township Board of Commissioners' Reorganizational Meeting, we will have the Professional Services Reappointment Resolutions on the agenda, w/2022 Rate Schedule attached to the Resolution. These are usually two-year reappointments (on even numbered years), and then the following year (2023) would be a motion to only approve a rate schedule. Please forward your 2022 rate schedule to me by this time next week. If there is an increase in your rates from last year, please specify in your email exactly what the changes are, as the Commissioners will want to know. This explanation will be provided to them in their meeting packet.

Additionally, anyone whose fees are staying the same, please indicate as such. We will still need to have a Resolution of the agenda for your reappointment.

**SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2022-10
(Duly Adopted January 4, 2022)**

**A RESOLUTION REAPPOINTING THE PIDCOCK COMPANY AS
TOWNSHIP ENGINEER FOR THE TOWNSHIP OF SOUTH WHITEHALL**

WHEREAS, the Board of Commissioners appointed J. Scott Pidcock, The Pidcock Company, as the Township Engineer for the Township of South Whitehall; and,

WHEREAS, the Township Commissioners are appreciative of the fine service which The Pidcock Company has rendered as the Township Engineer for the Township of South Whitehall.

WHEREAS, it is the feeling of the Commissioners and the Engineer that the services which the Engineer is to render shall be enumerated to the maximum extent possible.

NOW, THEREFORE, BE IT RESOLVED that The Pidcock Company be reappointed to serve at the pleasure of the Board of Commissioners for an unspecified contract term and/or until a successor shall have been appointed, and shall be paid compensation on an hourly basis, or upon such other basis as may be agreed upon between the Engineer and the Board, as enumerated in "Appendix – A" of this Resolution, for all work performed including, but not limited to, the construction, reconstruction, maintenance and repair of all streets, bridges, culverts, and other engineering work. He shall prepare plans, specifications and estimates of all such work undertaken by the Township and shall, whenever required, furnish the Board of Commissioners and Township Manager with reports, information or estimates of any Township engineering work or on questions submitted by any of them in their official capacity.

AND BE IT FURTHER RESOLVED that said Township Engineer shall be authorized to designate other engineers who are engaged with him, the engineering firm of The Pidcock Company, to render services required by the Township, providing, however, that he shall be responsible for any and all engineering services rendered by him or anyone designated by him.

AND BE IT FURTHER RESOLVED that the Township Engineer shall not accept any commissions from outside "clients" requiring the processing of engineering work by South Whitehall Township boards or commissions without the prior approval of the Board of Commissioners as documented in the Minutes of the Board of Commissioners.

DULY ADOPTED this 4th day of **January 2022** by the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, in lawful session duly assembled.

**SOUTH WHITEHALL TOWNSHIP
BOARD OF COMMISSIONERS**

President

ATTEST:

Scott Boehret, Twp. Secretary

THE PIDCOCK COMPANY

APPENDIX - A

CIVIL ENGINEERING AND LAND PLANNING

ARCHITECTURE

LAND SURVEYING

Oxford Drive at Fish Hatchery Road
2451 Parkwood Drive Allentown, Pennsylvania 18103-9608
Telephone: 610-791-2252
Telefacsimile: 610-791-1256
E-mail: info@pidcockcompany.com
Website: www.pidcockcompany.com

Established 1924
J. Scott Pidcock, P.E., R.A.

Bruce E. Anderson, P.E., LEED AP
Brian A. Dillman, P.E.
Ronald J. Gawlik, P.E.
Brian E. Harman, P.E., PTOE
James A. Rothdeutsch, P.E., LEED AP
John R. Russek, Jr., P.E.
Brent C. Tucker, P.E.

Douglas E. Haberbosch, P.E.
William G. Kmetz, P.L.S.
Jeffrey R. Matyus
John M. McRoberts, P.E.
Brent D. Shriver, P.E.
Todd L. Sonntag, R.A., LEED AP
Anthony F. Tallarida, P.E.
Ryan R. Troutman, P.E.

G. Edwin Pidcock, P.E., P.L.S. 1924-1967
John S. Pidcock, P.E., P.L.S. 1954-1999
Ralph M. Pidcock, P.L.S. 1952-2000 (Retired)

December 17, 2021

Mr. Randy Cope, Interim Township Manager
South Whitehall Township
Municipal Building
4444 Walbert Avenue
Allentown, PA 18104-1699

Re: South Whitehall Township
Professional Rate Schedule for 2022

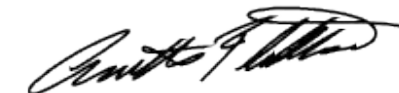
Dear Mr. Cope:

Enclosed herewith is a rate schedule which we propose to be effective January 1, 2022. Based on the labor costs of 2021 and projecting similar activity over the next year, the new rate schedule would include an average increase of 2.2% for personnel. We have been--and continue to be--carefully monitoring and controlling our expenses so as to provide professional services efficiently.

Should you require any further information or discussion regarding these rates, please contact me, and I will gladly make myself available at your convenience or that of the Board. We appreciate our association with the Township, and thank you for your consideration and the opportunity to be of continuing service.

Very truly yours,

THE PIDCOCK COMPANY



Anthony F. Tallarida, P.E.
Manager, Municipal Engineering Services

mdb

Enclosure

THE PIDCOCK COMPANY

South Whitehall Township
2022 Professional Rate Schedule

PROFESSIONAL SERVICES

<u>Personnel Category</u>	<u>Hourly Rates</u>
Principal of Firm	\$145
Senior Engineer II/Senior Architect II	\$144
Senior Engineer I/Senior Architect I	\$139
Staff Engineer II	\$135
Staff Engineer I	\$128
Assistant Engineer II	\$117
Assistant Engineer I	\$106
Project Assistant III	\$ 80
Project Assistant II	\$ 70
Project Assistant I	\$ 60
Surveyor II	\$105
Surveyor I	\$ 95
Construction Representative II	\$105
Construction Representative I	\$ 95
Computer Aided Design Equipment	\$ 30
Electronic Survey Equipment	\$ 30
Administrative Assistant	\$ 37

NOTES

With regard to the rates indicated in the Services categories above:

1. Transportation will be charged per mile. Out-of-pocket expenses such as prints, copies, equipment rentals, etc. will be billed at 1.1 times actual cost. The survey rates include standard equipment and stakes.
2. On those occasions when the demands of the contractor's schedule require the scheduling of time beyond our standard eight hour day such additional time (i.e. overtime) shall be invoiced at a rate of 1.5 times the Standard Hourly Rates indicated on the schedule above.
3. Our Professional Services will be invoiced on the basis of time worked by our staff in increments of no less than ¼ hour.
4. The term "Engineer" is used for employees with a background in engineering or engineering-related work. The category of engineering personnel utilized is determined based on the requirements of the tasks to be performed.
5. Computer Aided Design Equipment hours will be billed for use of specialized software in design and drafting as well as to facilitate processing plans under review including for determination of areas/dimensional aspects of plans, stormwater review, etc.

**SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2022-11
(Duly Adopted January 4, 2022)**

**A RESOLUTION REAPPOINTING AND ESTABLISHING THE MANNER OF COMPENSATION
FOR KEYSTONE CONSULTING ENGINEERS, AS THE ALTERNATE TOWNSHIP ENGINEER,
FOR SOUTH WHITEHALL TOWNSHIP**

WHEREAS, the Board of Commissioners desires to reappoint Keystone Consulting Engineers, as the Alternate Engineer for the Township of South Whitehall; and

NOW, THEREFORE, BE IT RESOLVED, that Keystone Consulting Engineers be reappointed as the Alternate Township Engineer, for the Township of South Whitehall, to serve at the pleasure of the Board of Commissioners for an unspecified contract term and/or until a successor shall be appointed.

AND BE IT FURTHER RESOLVED that the Alternate Township Engineer's fee schedule is attached as Appendix "A" of this Resolution, for all work performed including, but not limited to, the construction, reconstruction, maintenance and repair of all streets, bridges, culverts, and other engineering work. He shall prepare plans, specifications and estimates of all such work undertaken by the Township and shall, whenever required, furnish the Board of Commissioners and Township Manager with reports, information or estimates of any Township engineering work or on questions submitted by any of them in their official capacity.

AND BE IT FURTHER RESOLVED that said Alternate Township Engineer shall be authorized to designate other engineers to render services required by the Township, providing, however, that he shall be responsible for any and all engineering services rendered by him or anyone designated by him.

AND BE IT FURTHER RESOLVED that the Alternate Township Engineer shall not accept any commissions from outside "clients" requiring the processing of engineering work by South Whitehall Township boards or commissions without the prior approval of the Board of Commissioners as documented in the Minutes of the Board of Commissioners.

DULY ADOPTED this 4th day of **January 2022** by the Board of Commissioners of the Township of South Whitehall, Lehigh County Pennsylvania, in lawful session duly assembled.

**TOWNSHIP OF SOUTH WHITEHALL
BOARD OF COMMISSIONERS**

ATTEST:

President

Scott Boehret, Twp. Secretary

**2022 PROFESSIONAL FEE SCHEDULE**

	<u>HOURLY RATE</u>
PRINCIPAL/PROFESSIONAL ENGINEER	136.00
SENIOR ENGINEER / PROJECT MANAGER	119.50
PROFESSIONAL LAND SURVEYOR	115.50
PROFESSIONAL GEOLOGIST	129.50
PROJECT ENGINEER / SENIOR ENGINEERING DESIGNER	116.00
ENGINEERING DESIGNER 1	96.00
ENGINEERING DESIGNER 2	104.00
ENGINEERING DESIGNER 3	112.50
REGISTERED LANDSCAPE ARCHITECT	112.00
ENGINEERING TECHNICIAN 1	76.50
ENGINEERING TECHNICIAN 2	85.00
ENGINEERING TECHNICIAN 3	90.00
DRAFTSMAN 1	53.00
DRAFTSMAN 2	60.50
LANDFILL INSPECTOR	106.50
CONSTRUCTION INSPECTOR 1	71.50
CONSTRUCTION INSPECTOR 2	87.00
SEWAGE ENFORCEMENT OFFICER	107.50
TYPIST/TECHNICIAN I	53.00
TECHNICIAN II	61.50
EXPERT TESTIMONY	193.50
FIELD SURVEY CREW (1-PERSON)	125.50
FIELD SURVEY CREW (2-PERSON)	156.50
FIELD SURVEY CREW (3-PERSON)	193.50
ELECTRONIC SURVEY EQUIPMENT	8.00
ROBOTIC SURVEY EQUIPMENT	12.10
GPS SURVEY EQUIPMENT	13.90
ALL TERRAIN VEHICLE	130.00 (Per Day)
UTILITY TERRAIN VEHICLE	199.50 (Per Day)
SOIL INFILTRATION EQUIPMENT	27.60 (Per Day)
WATER LEVEL METER	27.60 (Per Day)
TRAFFIC COUNTER	6.60
TRAFFIC MODELING SYSTEM	6.60
PRINTS	6.60 (Each)
PHOTOCOPIES	0.30 (Each)
OUTSIDE SERVICES	(Cost Plus 5%)

**CIVIL ENGINEERS AND SURVEYORS****2021 PROFESSIONAL FEE SCHEDULE**

	<u>HOURLY RATE</u>
PRINCIPAL/PROFESSIONAL ENGINEER	131.00
SENIOR ENGINEER / PROJECT MANAGER	115.00
PROFESSIONAL LAND SURVEYOR	111.00
PROFESSIONAL GEOLOGIST	124.50
PROJECT ENGINEER / SENIOR ENGINEERING DESIGNER	111.50
SENIOR ARCHITECTURAL DESIGNER	109.00
ENGINEERING DESIGNER I	92.50
ENGINEERING DESIGNER II	100.00
ENGINEERING DESIGNER III	108.00
REGISTERED LANDSCAPE ARCHITECT	108.00
ENGINEERING TECHNICIAN I	73.50
ENGINEERING TECHNICIAN II	81.50
DRAFTSMAN I	51.00
DRAFTSMAN II	58.50
LANDFILL INSPECTOR	102.00
CONSTRUCTION INSPECTOR I	69.00
CONSTRUCTION INSPECTOR II	84.00
SEWAGE ENFORCEMENT OFFICER	103.50
TYPIST/TECHNICIAN I	51.00
TECHNICIAN II	59.00
EXPERT TESTIMONY	186.00
FIELD SURVEY CREW (1-MAN)	121.00
FIELD SURVEY CREW (2-MAN)	150.50
FIELD SURVEY CREW (3-MAN)	186.00
ELECTRONIC SURVEY EQUIPMENT	7.70
ROBOTIC SURVEY EQUIPMENT	11.70
GPS SURVEY EQUIPMENT	13.40
ALL TERRAIN VEHICLE	125.00 (Per Day)
UTILITY TERRAIN VEHICLE	192.00 (Per Day)
SOIL INFILTRATION EQUIPMENT	26.50 (Per Day)
WATER LEVEL METER	26.50 (Per Day)
TRAFFIC COUNTER	6.40
TRAFFIC MODELING SYSTEM	6.40
PRINTS	6.00 (Per Print)
PHOTOCOPIES	0.30 (Per Copy)
OUTSIDE SERVICES	Net Cost Plus 5%

**TOWNSHIP OF SOUTH WHITEHALL
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2022-12
(Duly Adopted January 4, 2022)**

**A RESOLUTION REAPPOINTING KEYSTONE CONSULTING ENGINEERS
AS SEWAGE ENFORCEMENT OFFICER FOR SOUTH WHITEHALL TOWNSHIP**

WHEREAS, Chapter 72.42 of the Pennsylvania Sewage Facilities Act 537 requires that all municipalities in the State of Pennsylvania appoint a Primary and an Alternate Sewage Enforcement Officer; and,

WHEREAS, Keystone Consulting Engineers, Inc., has acknowledged their willingness to perform these duties for the Township of South Whitehall; and,

WHEREAS, the Board of Commissioners of the Township of South Whitehall have found Keystone Consulting Engineers, Inc., to be qualified for said appointment.

NOW, THEREFORE, BE IT RESOLVED that Keystone Consulting Engineers, Inc., be reappointed Sewage Enforcement Officer for the Township of South Whitehall, to serve at the pleasure of the Board of Commissioners for an unspecified contract term and/or until a successor shall be appointed.

AND BE IT FURTHER RESOLVED, that the Sewage Enforcement Officer be paid compensation on an hourly basis, as enumerated in Appendix "A" of this Resolution, for all work performed, and shall, whenever required, furnish the Board of Commissioners and Township Manager with reports, information or estimates of any Township Sewage Enforcement work, or on questions submitted by any of them in their official capacity.

DULY ADOPTED this 4th day of **January 2022**, by the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, in lawful session duly assembled.

**TOWNSHIP OF SOUTH WHITEHALL
BOARD OF COMMISSIONERS**

President

ATTEST:

Scott Boehret, Twp. Secretary



December 14,2022

SOUTH WHITEHALL Township
4444 Walbert Ave
Allentown, PA 18104

Attention: Renee Bickel
Township Manager

RE: 2022 SEO Services
Schedule of Fees

Dear Renee:

Please accept this letter as our request for consideration for reappointment as SOUTH WHITEHALL Township's Sewage Enforcement Officer (SEO) for 2022. Keystone Consulting Engineers values our relationship that we have established with SOUTH WHITEHALL Township over the past years.

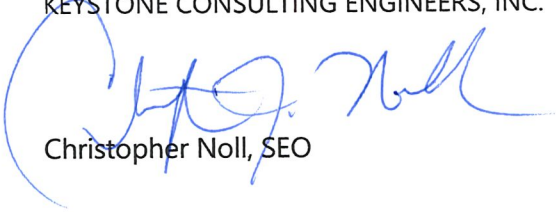
We realize the importance of helping our Municipal clients achieve their project goals in a timely fashion and within budget. It is our commitment to you that we work together to achieve these goals. We believe that our fees are competitive and that our years of municipal experience and our professional staff enable us to provide efficient and cost-effective services.

The following attachment is included to describe the work to be performed and the associated costs.

Attachment I 2022 Sewage Enforcement Services

We are very privileged to have SOUTH WHITEHALL Township as our client and we sincerely desire to continue the relationship.

Sincerely,
KEYSTONE CONSULTING ENGINEERS, INC.



Christopher Noll, SEO

ATTACHMENT I

SEWAGE ENFORCEMENT SERVICES SOUTH WHITEHALL TOWNSHIP LEHIGH COUNTY, PENNSYLVANIA

2022 FEE SCHEDULE

1. TEST PIT PROFILE ANALYSIS (PROCEDURE FOR PROBE)

- a. Permit Application (Single Lot) - The property owner or his representative will be required to set up an appointment with the Sewage Enforcement Officer (SEO) to arrange for evaluation of the pit, collection of necessary site data, taking of necessary slope readings and notation of all soil mapping information. The owner is required to supply the necessary excavation and any information pertinent to the application. At this time, the SEO will try to answer any questions, which the owner may have in reference to his system planning or permit procedure.

Keystone Consulting Engineers, Inc.'s 2022 fee for this service is \$125.00 per EDU; quantity evaluation \$125.00 per perc test site, i.e. one for the primary site, and one for the secondary if applicable.

- b. Subdivision Planning - The developer is required to supply a drawing of the proposed subdivision delineating proposed subsurface disposal areas (drawn to scale) for each lot and shall have sufficient physical markers to locate these areas in the field according to their individual location on the subdivision plan. At this point, the developer will contact the Township SEO to set up an appointment to arrange for the SEO's evaluation or observation of the pit evaluation. The developer may retain a soil scientist, or other qualified individual(s), to evaluate individual probes. This is typically performed for site suitability and planning module preparation. The developer must provide appropriate oversight and all necessary equipment and labor.

Keystone Consulting Engineers, Inc.'s 2022 fee for this service is \$125.00 per pit observation; quantity observation is \$125.00 perc test site, i.e. one for the primary and one for the secondary site.

2. PERCOLATION TEST (LIMITED TO SIX HOLES)

- a. Percolation Test (Complete) - If the site is found suitable under Step 1, arrangements may be made for the performance of percolation tests. In the complete test, the SEO will provide the necessary labor, equipment and materials to properly conduct the test. If test results are unsuitable, the permit applicant or developer would be notified and further testing or incorporation of the proposed lot into surrounding suitable proposed lots would be required.

Keystone Consulting Engineers, Inc.'s 2022 fee for this service is \$600.00

- b. Percolation Test (Partial) - Same as Item 2.a, except that permit applicant or developer would be required to dig the six holes and prepare them properly. The SEO would inspect the presoak and conduct the actual tests with the developer providing the necessary labor, equipment and materials.

Keystone Consulting Engineers, Inc.'s 2022 fee for this service is \$425.00 per test.

- c. Observation of Percolation Test - If the applicant or developer should desire to retain another qualified individual(s) to perform the percolation test and presoak, this option would apply. Prior to the performance of testing, the SEO shall be notified of who will perform the test. If this person(s) is qualified to perform percolation tests, scheduling may proceed. The SEO would then observe and inspect the pre-soak, hole depth and test preparation plus witness and verify test readings.

Keystone Consulting Engineers, Inc.'s 2022 fee for this service is \$375.00 per test; quantity observation \$375.00 per lot, i.e. 2 perc sites, includes both the primary and the secondary sites.

3. PERMIT APPLICATION REVIEW, PERMIT ISSUANCE/DENIAL - After the required testing has been analyzed and an application has been submitted, the SEO will process and notify the applicant of permit approval or denial. Please note that the system design is the responsibility of the applicant and that an incomplete submission will result in appropriate action.

Should the permit be denied per the Department of Environmental Protection's Rules and Regulations, the reasons for denial will be noted and the applicant's right to appeal will be brought to his attention. Copies of all permit correspondence and data will be provided to the applicant and to the Township for their use.

Keystone Consulting Engineers, Inc.'s 2022 fee for this service is \$200.00; additional review time at \$107.50 per hour.

- 3a. MINOR REPAIR - Repairs that do not include replacement of the treatment tank or absorption area, do require a permit under the Sewage Facilities Act. Installation or repair of building sewers, transmission lines, and other sewerage need to be monitored to assure compliance with slope requirements, as well as no adverse impact on the environment. In these circumstances a report will be generated supplying the appropriate information, i.e. Owner, Contractor, type of repair, etc. This information shall be provided for Township Records.

Keystone Consulting Engineers, Inc.'s 2022 fee for this service is \$275.00.

- 3b. REPAIR - Repairs that entail repair replacement, enlargement of a treatment or retention tank, or the repair, replacement, disturbance, modification or enlargement of a soil absorption area or spray field, or the soil within or under the absorption area or spray field require a permit as described in No. 3 above.

Keystone Consulting Engineers, Inc.'s 2022 fee for this service is \$325.00; additional review time at \$107.50 per hour.

4. PRE-CONSTRUCTION INSPECTION/MEETING - After receipt of a sewage permit, and prior to any lot earth disturbance, the SEO will inspect the site to reaffirm that the designated area for the on-lot system has not been disturbed since earlier testing. During this inspection, the system installer and applicant will be required to meet with the SEO at the site to review Township guidelines and construction procedures.

Keystone Consulting Engineers, Inc.'s 2022 fee for this service is \$210.00.

5. FINAL INSPECTIONS - At the time of system installation and prior to approval to cover, necessary field inspections shall be performed. System installation, grades and distances shall be checked to the standards set forth by DEP and the results of that inspection retained on file.

These include, but are not limited, to:

- a) Surface Preparation
- b) Sand Placement
- c) Final Inspection

Keystone Consulting Engineers, Inc.'s 2022 fee for this service is \$415.00.

7. VALIDITY OF PERMIT (RENEWAL) - If the system is not built within three (3) years from the date of permit issuance, or if the property is transferred within such time, renewal is applicable. The renewal is subject to:
- a) Review of available test data and previous permit.
 - b) Verify prior testing as outlined in Item 11 below.

Keystone Consulting Engineers, Inc.'s 2022 fee for this service is \$290.00 per permit renewal.

8. SYSTEM MALFUNCTION - The SEO will investigate the malfunction, establish available data, and coordinate required testing procedures. Any related activities including, but not limited to, dye testing, water sampling and lab test fees, are also included.

Due to variability of malfunctions, the fee will be accrued hourly.

Keystone Consulting Engineers, Inc.'s 2022 fee is \$107.50 per hour.

9. ALTERNATE OR EXPERIMENTAL SYSTEM REVIEW - The SEO shall review and prepare a "Report of Findings" commenting on the applicant's submission.

Keystone Consulting Engineers, Inc.'s 2022 fee for this service is \$107.50 per hour.

10. ADDITIONAL SERVICES - PLANNING, WATER QUALITY, ENVIRONMENTAL - Included is long-range planning, water quality investigation and environmental consulting on basically any specialty assignment the Township would require which is not included in Items 1 through 9. This may include additional malfunction investigation & related activities, dye testing, water samples, etc.

Services will be billed at the rates given in the attached Professional Fee Schedule.

11. VERIFY PRIOR TESTING - This pertains to an applicant whose lot was tested and found acceptable for on-lot sewage disposal, more than three (3) years ago. The SEO will inspect the site to reaffirm that the designated area for the on-lot system has not been disturbed since earlier testing.

This verification is also required under PA Code Title 25 § 72.26(b), when testing was performed or observed by a previous Sewage Enforcement Officer.

If the area shows signs of having been disturbed, the applicant will be required to follow the procedure outlined in Items 1 and 2; if not disturbed, the applicant would advance to Item 3.

Keystone Consulting Engineers, Inc.'s 2022 fee for this service is \$220.00 per inspection.

SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA

RESOLUTION NO. 2022-13
(Duly Adopted January 4, 2022)

**A RESOLUTION APPOINTING HANOVER ENGINEERING AS
GEOTECHNICAL ENGINEER FOR THE TOWNSHIP OF SOUTH WHITEHALL**

WHEREAS, Hanover Engineering has acknowledged their willingness to perform these duties for the Township of South Whitehall; and

WHEREAS, the Board of Commissioners of the Township of South Whitehall has found Hanover Engineering to be qualified for said reappointment.

NOW, THEREFORE, BE IT RESOLVED, that Hanover Engineering be reappointed as the Geotechnical Engineer for the Township of South Whitehall, to serve at the pleasure of the Board of Commissioners for an unspecified contract term and/or until a successor shall be appointed.

AND BE IT FURTHER RESOLVED that Hanover Engineering, as the Geotechnical Engineer, be paid compensation on an hourly basis, as enumerated in "Appendix – A" of this Resolution, for all work performed, and shall, whenever required, furnish the Board of Commissioners and Township Manager with reports, information or estimates of any Geotechnical Engineering work, or on questions submitted by any of them in their official capacity.

DULY ADOPTED this 4th day of **January 2022** by the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, in lawful session duly assembled.

SOUTH WHITEHALL TOWNSHIP
BOARD OF COMMISSIONERS

President

ATTEST:

Scott Boehret, Twp. Secretary

**SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2022-14
(Duly Adopted January 4, 2022)**

**A RESOLUTION REAPPOINTING HANOVER ENGINEERING AS ALTERNATE
SEWAGE ENFORCEMENT OFFICER (SEO) FOR THE TOWNSHIP OF SOUTH
WHITEHALL**

WHEREAS, Hanover Engineering has acknowledged their willingness to perform these duties for the Township of South Whitehall; and

WHEREAS, the Board of Commissioners of the Township of South Whitehall has found Hanover Engineering to be qualified for said reappointment.

NOW, THEREFORE, BE IT RESOLVED, that Hanover Engineering be reappointed as the Alternate Sewage Enforcement Officer (SEO) for the Township of South Whitehall, to serve at the pleasure of the Board of Commissioners for an unspecified contract term and/or until a successor shall be appointed.

AND BE IT FURTHER RESOLVED that Hanover Engineering, as the Alternate SEO, be paid compensation on an hourly basis, as enumerated in "Appendix – A" of this Resolution, for all work performed, and shall, whenever required, furnish the Board of Commissioners and Township Manager with reports, information or estimates of any Alternate Sewage Enforcement work, or on questions submitted by any of them in their official capacity.

DULY ADOPTED this **4th** day of **January 2022** by the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, in lawful session duly assembled.

**SOUTH WHITEHALL TOWNSHIP
BOARD OF COMMISSIONERS**

President

ATTEST:

Scott Boehret, Twp. Secretary

50 YEARS Hanover Engineering

252 Brodhead Road • Suite 100 • Bethlehem, PA 18017-8944
Phone: 610.691.5644 • Fax: 610.691.6968 • HanoverEng.com

December 9, 2021

Mrs. Renee Bickel, Township Manager
South Whitehall Township
4444 Walbert Avenue
Allentown, PA 18104-1699

RE: Request for Geotechnical Engineer and
Alternate Sewage Enforcement Officer
Reappointment for 2022
South Whitehall Township, Lehigh County

Dear Mrs. Bickel:

We sincerely thank the Township for the appointment of Hanover Engineering as the Geotechnical Engineer and Alternate Sewage Enforcement Officer during 2021 and respectfully request the opportunity to serve the Township in 2022.

As part of our continued process of business management, we have reviewed our costs of operation and prepared our budgets for 2022. We strive to set our rates as low as possible for our clients while maintaining fiscal stability for our company. In consideration of these factors, we have prepared the enclosed Professional Fee Schedule for 2022.

The Department of Environmental Protection requires appointment of named Sewage Enforcement Officers with their Certification Number at the beginning of each year. The record of your named Sewage Enforcement Officers, as officially approved by the Township, must be transmitted to the Department of Environmental Protection after approval.

The appointment of more than one Officer from Hanover Engineering will ensure coverage and flexibility for any tasks we may need to assist the Township with during the upcoming year. We request the following Officers be included:

Christopher A. Taylor – 03138
Scott J. Brown – 01716
Luke E. Eggert – 04090

Jacob A. Schray – 03134
Justin P. Robbins – 04079

Thank you sincerely for your consideration of Hanover Engineering for the coming year. If you have any questions, please feel free to contact me at 610.691.5644 or by e-mail at cunangst@hanovereng.com.

Respectfully,

HANOVER ENGINEERING



Charles H. Unangst, PE, PLS
President, Chief Executive Officer

chu:sas

T:\Hanover Corporate\Yearly Rates\Reappointment-Rate\Letters\2022 Reappointment Letters\SouthWhitehallTwp_2021-12-09.doc

Enclosure(s)

HANOVER ENGINEERING ASSOCIATES, INC
2022 MUNICIPAL PROFESSIONAL FEE SCHEDULE

<u>DESCRIPTION</u>	<u>HOURLY RATE</u>
<u>ENGINEER</u>	
Senior Engineer	\$ 122.50
Registered	115.50
Graduate (Nonregistered)	100.00
<u>CERTIFIED PLANNER</u>	115.50
<u>REGISTERED GEOLOGIST / SENIOR SCIENTIST</u>	115.50
<u>REGISTERED LANDSCAPE ARCHITECT</u>	115.50
<u>TRAFFIC SPECIALIST</u>	115.50
<u>REGISTERED SURVEYOR</u>	108.50
<u>SENIOR PROJECT MANAGER</u>	116.00
<u>ENVIRONMENTAL</u>	
Environmental Specialist	102.00
Environmental Technician	89.50
<u>GIS (GEOGRAPHIC INFORMATION SYSTEMS) WORK</u>	
GIS Specialist	94.50
GIS Technician	80.00
<u>DESIGN / DRAFTING / TECHNICAL WORK</u>	
Senior Designer/Senior Technician	99.50
Design/Calculations/Technician	88.20
Draftsperson 1 (CAD Drafting)	78.50
Draftsperson 3/Technician 3	58.00
<u>GROUND PENETRATING RADAR / GLOBAL POSITIONING SERVICE FIELD PERSON</u>	112.00
<u>ZONING OFFICER / CODES ENFORCEMENT</u>	93.00
<u>SURVEY CREW</u>	
One-Person Field Crew	102.00
Two-Person Survey Crew (2 @ \$78.00 each)	156.00
Three-Person Survey Crew (3 @ \$66.00 each)	198.00
One-Person Crew w/Survey Equipment	129.50
3D Scanning w/One-Person Crew	192.00
<u>CONSTRUCTION OBSERVER / SEWAGE OFFICER</u>	
Highway, Heavy, Commercial, or Residential Construction	81.50
Highway, Heavy, Commercial, or Residential Construction (Senior)	88.00
Certified Sewage Enforcement Officer	79.50
Evaluate Soil Probes (maximum 3 probes per lot)	Lump Sum 260.00
Additional Soil Probes (each additional probe beyond 3 probes)	54.00
Additional Percolation Test Hole (per hole w/standard 6 hole perc test)	40.00
Onlot Sewer Percolation Test (Pass or Fail)	Lump Sum 465.00
Observe Percolation Test	Lump Sum 392.00
<u>SECRETARIAL / WORD PROCESSOR</u>	42.75

1. Travel to and from the job site is chargeable time, with project mileage charged at current IRS rate for region.
2. Overtime is charged at 1.5 times base rate.
3. Ordinary overhead expenses are included in the above rates.
4. Extraordinary expenses required specifically for a particular project will be billed at direct cost plus 5%. Examples of these expenses include soil borings costs or testing laboratory charges. All such additional expenses are to be specifically approved by the client prior to their use.
5. A special rate of \$175.00 per hour is established for formal hearings and court appearances as an expert witness for a Professional Engineer, Geologist, Surveyor, or other professional.
6. Cost for plan copies is \$0.55 per square foot (black & white); \$2.00 per square foot (color).
7. Cost for Mylars is \$1.65 per square foot (black & white); \$6.00 per square foot (color).
8. Cost for photocopies is \$0.25 per page (black & white); \$0.55 per page (color).
9. Field equipment usage will be charged as follows: Sewage Flow Meter - \$12.50/day, Traffic Counter - \$57.00/day, GPS Locator - \$23.50/day, RTKGPS - \$215.00/day, SUB-RTKGPS - \$52.00/day.
10. Push Camera - \$10.40/hour for Televising; \$15.60/hour for Televising and Locating Services.

**SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2022-15
(Duly Adopted January 4, 2022)**

**A RESOLUTION REAPPOINTING SPOTTS, STEVENS AND MCCOY AS THE
SOUTH WHITEHALL TOWNSHIP UTILITY ENGINEER**

WHEREAS, Spotts, Stevens and McCoy have acknowledged their willingness to perform these duties for the Township of South Whitehall; and

WHEREAS, the Board of Commissioners of the Township of South Whitehall has found Spotts, Stevens, and McCoy to be qualified for said reappointment.

NOW, THEREFORE, BE IT RESOLVED, that Spotts, Stevens and McCoy be reappointed as the Utility Engineer for the Township of South Whitehall, to serve at the pleasure of the Board of Commissioners for an unspecified contract term and/or until a successor shall be appointed.

AND BE IT FURTHER RESOLVED that Spotts, Stevens and McCoy as the Township Utility Engineer be paid compensation on an hourly basis, as enumerated in "Appendix – A" of this Resolution, for all work performed, and shall, whenever required, furnish the Board of Commissioners and Township Manager with reports, information or estimates of any utility engineer work, or on questions submitted by any of them in their official capacity.

DULY ADOPTED this 4th day of **January 2022** by the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, in lawful session duly assembled.

**SOUTH WHITEHALL TOWNSHIP
BOARD OF COMMISSIONERS**

President

ATTEST:

Scott Boehret, Twp. Secretary



December 7, 2021

Mr. Randy Cope
Acting Township Manager
South Whitehall Township
4444 Walbert Avenue
Allentown PA 18104

RE: Engineering Services
SSM File 103400.STUF

Dear Randy:

Thank you for the opportunity to have served you during the past year. We appreciate your continued confidence in our work and value the relationship between South Whitehall Township and SSM. We look forward to continuing to help you serve your community in 2022.

2021 was another challenging year for all of us as we continued to ride the Covid-19 roller coaster, transitioning from virtual to in-person meetings, trying to figure out what the “new normal” would look like and all the while trying to keep projects moving forward and helping local government to continue to function and serve the public. Through it all we enjoyed working as part of your team and serving your community. We especially appreciated the opportunity to work with you on the Bridgeview Terrace Water Project and assisting you with numerous development projects. We remain committed to providing the same responsiveness and flexibility in 2022 in order to help you meet your goals.

We have attached our billing rates for 2022. Our 2022 rates represent an overall increase of approximately 3 percent compared to our 2021 rates.

It is our privilege to serve South Whitehall Township and we value our relationship. We remain committed to provide you with the highest quality and responsive service you expect and deserve. If you have concerns or questions, please do not hesitate to contact me.

Sincerely,

Spotts, Stevens and McCoy

A handwritten signature in blue ink that reads "Jason M. Newhard".

Jason M. Newhard, CCM, LO
Manager, Operations
Water and Wastewater Services
jason.newhard@ssmgroup.com

Enclosure



Spotts, Stevens and McCoy | 2022 Rate Schedule

[VALID THROUGH DECEMBER 31, 2022]

Description ⁽¹⁾	Hourly Rate
Administrative Support	\$54
Technician, Project Support, Drafter	\$80
Design Drafter, GIS Technician, Specialist I, Project Representative, Construction Observer, Graduate Surveyor	\$96
Designer, Surveyor, Graduate Planner, Specialist II, Senior Project Representative, Senior Construction Observer, Graduate Engineer, Graduate Geologist, Environmental Specialist, GIS Specialist, IEQ Specialist, Graduate Landscape Architect, Technical Specialist, Survey Crew Chief, Energy Specialist	\$113
Senior Designer, Senior Surveyor, Planner, Specialist III, GIS Analyst, Senior Environmental Specialist, Engineer, Geologist, Senior Survey Crew Chief, Energy Analyst	\$123
Project Engineer, Project Geologist, Specialist IV, Senior Technical Specialist, Certified Industrial Hygienist, Senior Graduate Engineer, Registered Landscape Architect, Senior Industrial Hygienist, Certified Planner, Senior Graduate Geologist, Project Manager, Construction Specialist, Senior Planner	\$136
Technical Manager, Senior Engineer, Senior Geologist, Senior Certified Planner, Senior EHS Specialist, Senior Project Manager, Senior Registered Landscape Architect, Specialist V	\$144

These rates apply to all projects executed and billed on a standard time and material basis. These rates do not include applicable sales tax. Project related expenses chargeable to the client include travel and living expenses for all personnel required to be away from the office in connection with the work; postage and shipping costs of samples and other materials; job expendable materials and supplies; special equipment rental; printing; reproduction; and the use of SSM Group, Inc. and its employees' vehicles. Overtime rates of 1.5 times normal rates apply to non-exempt employees for projects requiring overtime previously approved by the client. The services of outside consultants or specialists are charged at cost plus ten percent (10%). Standard billing terms apply.

- ⁽¹⁾ The terms "Engineer", "Land Surveyor" and "Geologist" are strictly limited to those individuals who are registered professionals in their respective disciplines. Use of these terms in titles or by reference is governed by the Engineer, Land Surveyor and Geologist Registration Law, 63 P.S. § 148 et seq and Regulations of the State Registration Board for Professional Engineers, Land Surveyors and Geologists, 49 PA CODE, Chapter 37.

The Specialist categories above include graduate engineers, graduate land surveyors and graduate geologists not registered in Pennsylvania.

**SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2022-16
(Duly Adopted January 4, 2022)**

**A RESOLUTION REAPPOINTING BARRY ISETT & ASSOCIATES
AS THE RESIDENTIAL INSPECTOR FOR SOUTH WHITEHALL TOWNSHIP**

WHEREAS Barry Isett & Associates has acknowledged their willingness to perform these duties for the Township of South Whitehall; and,

WHEREAS, the Board of Commissioners of the Township of South Whitehall has found Barry Isett & Associates to be qualified for said reappointment.

NOW, THEREFORE, BE IT RESOLVED, that Barry Isett & Associates be reappointed as the Residential Inspector for the Township of South Whitehall, to serve at the pleasure of the Board of Commissioners for an unspecified contract term and/or until a successor shall be appointed.

AND BE IT FURTHER RESOLVED, that the Residential Inspector be paid compensation as enumerated in Appendix "A" of this Resolution, for all work performed, and shall, whenever required, furnish the Board of Commissioners and Township Manager with reports, information or estimates of any Residential Inspection work, or on questions submitted by any of them in their official capacity.

DULY ADOPTED this 4th day of **January 2022**, by the Board of Commissioners of the Township of South Whitehall, Lehigh County Pennsylvania, in lawful session duly assembled.

**TOWNSHIP OF SOUTH WHITEHALL
BOARD OF COMMISSIONERS**

President

ATTEST:

Scott Boehret, Twp. Secretary



📍 85 South Route 100, Allentown, PA 18106
☎ 610.398.0904 📠 610.481.9098
🌐 barryisett.com

November 22, 2021

Ms. Lynn LaBarre
South Whitehall Township
4444 Walbert Avenue
Allentown, PA 18104

RE: THANK YOU FOR THE OPPORTUNITY TO BE OF SERVICE

Dear Ms. LaBarre:

As we give thanks this holiday season, we would like to let you know that we truly enjoy working with you and are honored to continue assisting South Whitehall Township with code compliance.

All of us at Barry Isett & Associates, Inc. appreciate the opportunity to be of service to your community. Your business is highly appreciated, and we will do our best to continue meeting your needs.

Our Code Services staff of 60 includes code specialists, property maintenance/zoning inspectors, and inspectors. With twelve Master Code Professionals and all the certifications required by the PA Uniform Construction Code and International Construction Code, our firm is committed to providing you, your residents, and plan holders with prompt and responsive service.

As we look forward to working with you in the coming year, we wanted to take this opportunity to advise you that the 2021 fee schedule will remain in effect in 2022.

If you ever have any questions or concerns, please feel free to reach out to us at gkurtz@barryisett.com or cwolf@barryisett.com.

Sincerely,

Charles Wolf, BCO
Operations Manager, PA Code Inspection/Plan Review

Gregory Kurtz Jr., BCO
Operations Manager, PA Code Inspection/Plan Review

SOUTH WHITEHALL TOWNSHIP

Fee Schedule

Residential Building Plan Review/Inspection & Other Services

Valid through December 31, 2022

INCLUDES PLAN REVIEW & INSPECTIONS FOR ALL DISCIPLINES:

Building, Energy, Plumbing, Mechanical (HVAC), & Electrical

Type	Fee	Number of Site Visits*
Single Family Dwelling	\$900 up to 3,500 SF \$20 for each additional 100 SF (or portion thereof)	12
Additions	\$600 up to 500 SF \$20 for each additional 100 SF (or portion thereof)	7
Renovations or Alterations	\$450 up to 500 SF \$15 for each additional 100 SF (or portion thereof)	5
Accessory Structure	\$250 up to 500 SF \$15 for each additional 100 SF (or portion thereof)	3
Manufactured Housing Mobile or with axle capabilities per unit on piers	\$275	3
Manufactured Housing Mobile or with axle capabilities per unit with basement	\$475	6
Industrialized Housing (Modular)	\$550 up to 3,500 SF \$10 for each additional 100 SF (or portion thereof)	7
Deck or Patio	\$200 up to 200 SF \$15 for each additional 100 SF (or portion thereof)	3
Deck, Patio or Porch w/ roof	\$300 up to 200 SF \$15 for each additional 100 SF (or portion thereof)	4
Above-Ground Pool/Spa	\$180	2
In-Ground Pool	\$300	4
Solar and Photovoltaic Panel System Installations (roof or ground mounted)	\$200 plus \$3 per panel	3

MINOR ALTERATIONS

Minor Alterations/Demolition (1-2 disciplines)	\$180	2
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PLUMBING

Up to 5 fixtures	\$75	1
Each additional fixture	\$5	

HVAC

First system in existing residence or unit replacement in existing residence	\$75	1
Each additional unit	\$30	

ELECTRIC

Electrical service inspection	\$125	1
Minor alteration	\$120	2

NOTES AND ADDITIONAL SERVICES

Plan review re-submission for incomplete or denied plans	\$60 / hr**
Inspections only, re-inspections or additional inspections	\$60 / hr
Consultation, site visits and/or attendance at meetings with applicants, Township Officials or staff	\$60 / hr
Administration services (beyond typical permitting process)	\$40 / hr
*If the number of site visits exceeds the number listed above, the applicant will be charged for each additional inspection.	\$60 / hr

SOUTH WHITEHALL TOWNSHIP

Fee Schedule

Residential Building Plan Review/Inspection & Other Services

Valid through December 31, 2022

****All hourly rates are based on a one-hour minimum fee.**

CodeMaster may require building plans and specifications to be stamped and/or sealed by a design professional licensed in the Commonwealth of Pennsylvania. This would typically apply to non-conventional type construction or structures.

All listed fees containing a square foot price are calculated on the industry standard square footage basis measured outside-to-outside dimensions of all levels of the structure, and shall include basements, bays, hallways, stairways, utility/mechanical rooms, storage rooms, lobbies, attached garages, foyers, elevators, decks, covered patios, porches, and attics that have a minimum headroom height of six feet.

**SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2022-17
(Duly Adopted January 4, 2022)**

**A RESOLUTION REAPPOINTING KEYCODES INSPECTION AGENCY AS THE
COMMERCIAL INSPECTOR FOR SOUTH WHITEHALL TOWNSHIP**

WHEREAS KeyCodes Inspection Agency has acknowledged their willingness to perform these duties for the Township of South Whitehall; and,

WHEREAS, the Board of Commissioners of the Township of South Whitehall has found KeyCodes Inspection Agency to be qualified for said reappointment.

NOW, THEREFORE, BE IT RESOLVED, that KeyCodes Inspection Agency be reappointed as the Commercial Inspector for the Township of South Whitehall, to serve at the pleasure of the Board of Commissioners for an unspecified contract term and/or until a successor shall be appointed.

AND BE IT FURTHER RESOLVED, that the Commercial Inspector be paid compensation as enumerated in "Appendix A" of this Resolution, for all work performed, and shall, whenever required, furnish the Board of Commissioners and Township Manager with reports, information or estimates of any Commercial Inspection work, or on questions submitted by any of them in their official capacity.

DULY ADOPTED this 4th day of **January 2022** by the Board of Commissioners of the Township of South Whitehall, Lehigh County Pennsylvania, in lawful session duly assembled.

**TOWNSHIP OF SOUTH WHITEHALL
BOARD OF COMMISSIONERS**

President

ATTEST:

Scott Boehret, Twp. Secretary



1307 West Lehigh Street
Bethlehem, Pennsylvania 18018

info@keycodes.net
www.keycodes.net
610-866-9663 Office

October 20, 2021

David Manhardt, AICP
Director of Community Development
4444 Walbert Avenue
Allentown, Pennsylvania 18104

RE: 2022 Professional Fee Schedule

Dave,

Enclosed you will find our commercial inspection service fee schedules for 2022. Please note that there are no changes to our hourly rate for 2022. If you have any questions or would like to discuss the schedule, please do not hesitate to contact me.

We respectfully request to be appointed to the position of Building Permits/Code Inspector for 2022. We appreciate working for South Whitehall Township and look forward to continuing to serve the residents, contractors and staff of your municipality. If you have any questions, please call me at 610-866-9663.

Sincerely,

David I. Shields, President

Keycodes Inspection Agency

PO Box 391
Bethlehem, Pennsylvania 18016-0391

Phone 610.866.9663
Fax 610.866.2664

www.keycodes.net
info@keycodes.net

2022 Fee Schedule – Commercial Building Inspection Services

New Construction and Additions:

Base Fee (BF) \$450.00 plus plan review

Plan Review Fees –

First 25,000 square feet	\$250.00
25,001 to 250,000 square feet	\$500.00
Over 250,000 square feet	\$900.00

Building Gross Square Footage New Construction (All Disciplines)

	<u>Max # of inspections</u>	<u>Permit Fee</u>
1 to 2000	8	Base Fee Only
2001 to 5000	11	BF + \$0.20 per sq. ft.
5001 to 10,000	14	BF + \$0.19 per sq. ft.
10,001 to 25,000	18	BF + \$0.17 per sq. ft.
25,001 to 50,000	20	BF + \$0.15 per sq. ft.
50,001 to 100,000	25	BF + \$0.13 per sq. ft.
100,001 to 200,000	30	BF + \$0.10 per sq. ft.
200,001 to 300,000	40	BF + \$0.08 per sq. ft.
Over 300,001		Quote

Alterations, Renovations or tenant “fit-out”:

Base Fee (BF) \$350.00 plus plan review

Plan Review Fees –

First 25,000 square feet	\$200.00
25,001 to 250,000 square feet	\$400.00
Over 250,000 square feet	\$750.00

Building Gross Square Footage Alterations and Renovations (All Disciplines)

	<u>Max # of inspections</u>	<u>Permit Fee</u>
1 to 2000	6	Base Fee Only
2001 to 5000	7	BF + \$0.16 per sq. ft.
5001 to 10,000	7	BF + \$0.14 per sq. ft.
10,001 to 25,000	8	BF + \$0.13 per sq. ft.
25,001 to 50,000	8	BF + \$0.11 per sq. ft.
50,001 to 100,000	10	BF + \$0.10 per sq. ft.
100,001 to 300,000	12	BF + \$0.06 per sq. ft.
Over 300,001		Quote

2022 Fee Schedule – Commercial Inspection Service (continued)

One or Two Disciplines Only:

Base Fee (BF) \$100.00 plus plan review

Plan Review Fees –

First 25,000 square feet	\$150.00
25,001 to 250,000 square feet	\$225.00
Over 250,000 square feet	\$300.00
Fee for minor plan review as determined by Code Official - \$75.00	

Building Gross Square Footage Alterations and Renovations (All Disciplines)

	<u>Max # of inspections</u>	<u>Permit Fee</u>
<u>Minor Alteration/Change of Use*</u>	1	Base Fee Only
<u>1 to 2000</u>	3	<u>BF+ \$0.07</u>
<u>2001 to 5000</u>	3	<u>BF + \$0.07 per sq. ft.</u>
<u>5001 to 10,000</u>	4	<u>BF + \$0.07 per sq. ft.</u>
<u>10,001 to 25,000</u>	4	<u>BF + \$0.06 per sq. ft.</u>
<u>25,001 to 50,000</u>	5	<u>BF + \$0.05 per sq. ft.</u>
<u>50,001 to 100,000</u>	5	<u>BF + \$0.04 per sq. ft.</u>
<u>100,001 to 300,000</u>	6	<u>BF + \$0.03 per sq. ft.</u>
<u>Over 300,001</u>		<u>Quote</u>

* Minor alteration/change of use for 1 or 2 disciplines project with one site visit. If the project is not square footage based and requires 2-3 visits, it shall be invoiced at \$350.00

Types of Inspections

Include but not limited to the following: Footer, Foundation, Building, Accessibility and Energy Rough-ins, Insulation, Wallboard, Building, Accessibility and Energy Finals

Building and Sub-Code Plan Review Fees –

	<u>New Const.</u>	<u>Alteration</u>	<u>1 or 2 Disciplines</u>
First 25,000 square feet	\$250.00	\$200.00	\$150.00
25,001 to 250,000 square feet	\$500.00	\$400.00	\$225.00
Over 250,000 square feet	\$900.00	\$750.00	\$300.00

Fee for minor plan review as determined by Code Official - \$75.00

Re-submission for reviews as a result of incomplete or denial of plans or plan revisions.

\$250.00 minimum fee.

\$ 75.00 per hour for one or two disciplines.

Keycodes Inspection Agency

PO Box 391
Bethlehem, Pennsylvania 18016-0391

Special Flat Rate for Building Sub-code (including plan review fees):

Fire Protection – Sprinklers and Standpipes:

\$340.00 - Including first 200 heads and one standpipe
\$0.35 - per sprinkler head (for over 200 heads)
\$100.00 - per standpipe (for over one standpipe)

Fire Alarm System:

\$175.00 Building Only – Up to 5000 square feet
\$275.00 Building Only – 5001 - 10,000 square feet
\$500.00 Building Only – 10,001 - 50,000 square feet
\$1000.00 Building Only – Over 50,000 square feet

Sprinkler Water Main (up to 2 Fire Hydrants)

\$200.00
\$ 50.00 – Each additional Fire Hydrant (each)

Fire Pump (each):

\$175.00

Commercial Kitchen Exhaust (Per Hood) (includes building, mechanical and electrical as needed):

\$340.00 – Type 1 - Including hood installation and suppression system
\$175.00 – Suppression system only (in existing hood)
\$175.00 – Hood installation only

Signs - Parallel, Projecting, or Freestanding Signs (Up to 100 square feet):

\$275.00 - (includes building) – Up to two visits
\$ 1.50 - Each additional square foot over 100)
\$40.00 – Each additional sign per building permit application

Racking Systems (i.e. warehouses):

\$250.00 – Building Only - Up to 10,000 square feet
\$350.00 – Building Only - 10,001 – 50,000 square feet
\$550.00 – Building Only – Over 50,000 square feet

Roof Replacement:

\$225.00 – (one site visit) (first 5000 square feet)
\$ 25.00 – Each additional 5000 square feet
\$ 50.00 – Adder for insulation inspection when needed

Demolition/Razing Permit:

\$ 175.00 - First 1000 square feet
\$ 15.00 – Each additional 1000 sq. feet

Cell Tower Co-locate (on existing structures):

\$275.00 - (includes building only) – Up to two visits

Temporary Tent or Trailer:

\$175.00 - (one site visit)

Wind Turbine and Solar Photovoltaic Systems (includes building) :

\$300.00 – for first 5kw rating of system
\$25.00 - for each additional 5kw rating of system

Minor Alteration as Determined by the Code Official (building only):

\$175.00

Footing/Foundation Only Fees (includes plan review and inspections for the footing and foundation only):

First 25,000 square feet	\$1000.00
25,001 to 250,000	\$3000.00
Over 250,000 square feet	\$5000.00

Keycodes Inspection Agency

PO Box 391
Bethlehem, Pennsylvania 18016-0391

Additional Commercial Building Inspections, re-inspections and Consultation Fees:

Additional inspections made necessary by failure of the builder or contractor to have work ready for inspection after a request for inspection has been made, or failure of the builder or contractor to correct a previously noted deficiency, or inspections required in excess of those to be provided under the original fee.

\$75.00 per hour with one-hour minimum

Consultation Fees:

Consultation and or attendance at meetings with applicants, Township Officials or Staff, Building Code Board of Appeal meetings or special site visits or meetings.

\$75.00 per hour with one-hour minimum

Fee Calculation

All fees containing a square foot price will be computed on a calculated square footage basis as measured outside-to-outside dimensions of all levels of the structure, and shall include basements, bays, hallways, stairways, utility/mechanical rooms, storage rooms, lobbies, attached garages, foyers, elevators, decks and attics that have a minimum headroom of six feet.

Administrative Fees

\$35.00 per hour with a minimum of one hour.

2022 Commercial Electrical sub-code fee: plus plan review

Plan Review Fees –

First 25,000 square feet	\$150.00
25,001 to 250,000 square feet	\$225.00
Over 250,000 square feet	\$300.00
Fee for minor plan review as determined by Code Official - \$75.00	

WIRING OUTLET QUANTITIES:

\$150.00 – 1 to 25 outlets or devices
\$20.00 – each additional 25 outlets or devices

(Please note that an outlet or device is a receptacle, light, switch, etc.)

Maximum Number of Inspections:

2
1

SERVICES AND FEEDERS:

\$75.00 – 200 Amps or less
\$110.00 – 400 Amps or less
\$125.00 – 800 Amps or less
\$150.00 – 1000 Amps or less
\$200.00 – 1500 Amps or less
\$300.00 – 2000 Amps or less
\$400.00 – Over 2000 Amps
(x3) Multiplier for above items for voltages over 600

HEATING AND AIR CONDITIONING UNITS:

\$60.00 – up to 50 kW for first unit
\$30.00 – up to 50 kW for each additional unit
\$75.00 – 51 – 100 kW for first unit
\$35.00 – 51 kW – 100 kW for each additional unit
\$100.00 – over 100 kW for first unit
\$40.00 – over 100 kW for each additional unit

TRANSFORMERS AND MOTORS:

\$40.00 – up to 25hp or 50 Kva
\$50.00 – 26 to 50hp or 51 to 100 kVA
\$75.00 – 51 to 100hp or 101 to 200 kVA
\$100.00 – 101 to 200hp or 201 to 500 kVA
\$150.00 – over 200hp or 500 kVA
(x3) Multiplier for above items for voltages over 600

GENERATORS, VAULTS, SUBSTATIONS, ETC.:

\$125.00 - Up to 50KW/KVA
\$150.00 – 51 to 100KW/KVA
\$175.00 – 101 to 200KW/KVA
\$200.00 – 201 – 500KW/KVA
\$300.00 – over 500KW/KVA
(x3) Multiplier for above items for voltages over 600

Keycodes Inspection Agency

PO Box 391
Bethlehem, Pennsylvania 18016-0391

Electrical Fees (Continued):

MISCELLANEOUS FEES:

- \$90.00 – Sign for first unit
- \$40.00 – Sign for each additional unit
- \$525.00 – Commercial Swimming Pool – New Installation or Repair
- \$90.00 – Per Hour for Triennial State Required Pool Bonding Inspection (\$225.00 Minimum)
- \$125.00 – Protective Signaling Systems (fire alarm, nurse call, access control, low voltage, data or CATV)
- \$20.00 – Site Light and or pole standard (each)

WIND TURBINE AND SOLAR PHOTOVOLTAIC SYSTEMS:

- \$50.00 – Transfer, disconnect, metering or inverter equipment (each)
- \$100.00 – for first 5kw rating of system
- \$25.00 - for each additional 5kw rating of system

2022 Commercial Plumbing sub code fee: plus plan review

Plan Review Fees –

- First 25,000 square feet \$150.00
- 25,001 to 250,000 square feet \$225.00
- Over 250,000 square feet \$300.00
- Fee for minor plan review as determined by Code Official - \$75.00

	<u>Max. # of Inspections</u>	<u>FEE</u>
First Seven Fixtures	3	\$200.00
Each Additional Fixture		\$25.00
Water/Sewer Connection New, Repair or Replace	2	\$150.00
Well Drilling	2	\$150.00

- \$ 75.00 - MINIMUM INSPECTION FEE (PER VISIT)
- \$ 75.00 - MINIMUM PERMIT FEE
- \$ 25.00 - COST TO ISSUE PERMIT OR CERTIFICATE OF OCCUPANCY
- \$ 25.00 – COST TO COLLOCATE PLANS
- \$ 20.00 – COST TO MAKE 8 ½ X 11” COPIES PLUS \$1.00 PER PAGE.
- \$ 50.00 – COST TO MAKE COPIES LARGER THAT 8 ½ X 11” PLUS 2.50 PER PAGE.
- \$ 4.50 – STATE PERMIT FEE (COLLECTED FOR STATE)

Please call 610-866-9663 for any costs not included on these sheets or with any questions.

SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA

RESOLUTION NO. 2022-18
(Duly Adopted January 04, 2022)

**A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF SOUTH WHITEHALL TOWNSHIP REAPPOINTING
RANDEL T. COPE AS TOWNSHIP TREASURER**

WHEREAS, pursuant to Section 801-A of the First Class Township Code, the Board of Commissioners is empowered to appoint a township treasurer, who may be the elected tax collector or a Township employee, to serve as the pleasure of the Board of Commissioners; and

WHEREAS, the Board of Commissioners of South Whitehall Township has determined that appointing Randel T. Cope, a Township employee, to the role of Township treasurer, as more fully set forth in this Resolution, is in the best interest of the Township.

NOW, THEREFORE, BE IT RESOLVED AND ADOPTED by the Board of Commissioners of South Whitehall Township, Lehigh County, Pennsylvania, as follows:

1. **Treasurer.** The Board of Commissioners hereby reappoints Township employee, Randel T. Cope, to serve as the treasurer of the South Whitehall Township, which appointment shall continue at the pleasure of the Board of Commissioners. Mr. Cope's appointment as treasurer shall be conditioned upon Mr. Cope securing a fidelity bond to the Commonwealth in an amount at least equal to 50% of the amount of Township funds estimated by the Board of Commissioners to be available to the Township treasurer at any time during the year, and said bond shall be subscribed by a surety company duly authorized to do business in this Commonwealth. In the event that Mr. Cope is unable to fulfil the condition set forth herein, the role of treasurer of South Whitehall Township shall be deemed to be vacant.

2. **Effective Date.** This Resolution shall become as of January 4, 2022.

3. **Severability.** In the event any provision, section, sentence, clause or part of this Resolution shall be held to be invalid, such invalidity shall not affect or impair any remaining provision, section, sentence, clause or part of this Resolution, it being the intent of the Board of Commissioners that the remainder of the Resolution shall remain in full force and effect.

4. **Repealer.** All resolutions or parts thereof, insofar as the same are inconsistent herewith are repealed hereby.

DULY ADOPTED this 4th day of **January 2022** by a majority of the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, at a duly

advertised meeting of the Board of Commissioners at which a quorum was present. As part of this Resolution, the Board of Commissioners has directed that the President, or Vice-President in the absence of the President, execute this Resolution on behalf of the Board.

**TOWNSHIP OF SOUTH WHITEHALL
BOARD OF COMMISSIONERS**

President

ATTEST:

Scott Boehret, Twp. Secretary

**SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2022-01
(Duly Adopted January 4, 2022)**

**A RESOLUTION AMENDING RESOLUTION NO. 2019-07
DESIGNATING DEPOSITORIES FOR TOWNSHIP FUNDS**

WHEREAS, the Township of South Whitehall had, by virtue of the adoption of Resolution No. 2019-07, dated January 16, 2019, designated various banking institutions as depositories for funds of the Township; and,

WHEREAS, the Township on occasion makes use of the investment programs of other banking institutions due to competitive interest rates.

NOW, THEREFORE, BE IT RESOLVED that Embassy Bank; Firsttrust Bank; First Niagara Bank; KeyBank; Lafayette Ambassador Bank; M&T Bank; National Penn Bank; BB & T Bank; Pennsylvania Local Government Investment Trust; PNC Bank, NA; Neffs National Bank; Susquehanna Bank; TD Bank; Team Capital Bank; American Bank; Wells Fargo Bank, NA; Truist Financial; and Republic Bank; or their respective successors, so long as they meet Commonwealth depository requirements, shall be depositories for funds of the Township, which accounts shall be designated Township of South Whitehall, Randel T. Cope, Treasurer; and,

BE IT FURTHER RESOLVED that all checks, drafts, notes or orders drawn against said accounts be signed by Randel T. Cope, Treasurer, and one (1) of the following three (3) Township officials:

1. President, Board of Commissioners;
2. Vice President, Board of Commissioners; or
3. Township Manager

Said signatures shall be duly certified to said banks, and that no checks, drafts, notes or orders drawn against said bank shall be valid unless signed as set forth above.

BE IT FURTHER RESOLVED that the said depositories shall provide the security required by law.

DULY ADOPTED the 4th day of **January 2022** by the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, in lawful session duly assembled.

ATTEST:

TOWNSHIP OF SOUTH WHITEHALL
BOARD OF COMMISSIONERS

Scott Boehret, Twp. Secretary

Assistant Twp. Secretary

AUTHORIZED SIGNATURES:

South Whitehall Township Resolution No. 2022-01
Duly Adopted January 4, 2022

Randel T. Cope, Treasurer

President, SWT Board of Commissioners

Vice President, SWT Board of Commissioners

Township Manager

PUBLIC NOTICE
SOUTH WHITEHALL TOWNSHIP
2022 MEETING SCHEDULES

The **2022** Meeting Schedule for South Whitehall Township is as follows:

Board of Commissioners – 7:00 p.m., 1st and 3rd Wednesday of every month. The 2nd Wednesday of the month is reserved for 6:00 p.m. meetings, only on an as-needed-basis, or for Workshop Sessions. If a meeting is cancelled due to inclement weather or other reasons, the meeting will be postponed to the next evening, unless posted otherwise on the Township’s website. (Exceptions are as follows: Reorganization Meeting is Tuesday, January 4th.)

Building Code Appeals Board – 3:30 p.m., 2nd and 4th Wednesday of every month on an as-needed basis. (Exceptions are as follows: The second meeting in November and December is cancelled.)

Civil Service Commission – 1:00 p.m., 2nd Wednesday of every month.

Emergency Management Services – 7:00 p.m., March 10th, June 9th, September 8th, and December 8th. All EMS meetings will be held at Cetronia Joint Operation Center, 4350 Broadway, Allentown.

Green Advisory Council – 6:00 p.m., 3rd Monday of every month. (Exceptions are as follows: January & February will meet on the 4th Monday.)

Landscape and Shade Tree Commission – 10:00 a.m. - 4th Monday of every month. (Exceptions are as follows: November and December will meet on the 3rd Monday.)

Parks and Recreation Board – 7:00 p.m., 2nd Monday of every month. (Exceptions are as follows: No meetings in July, August, and December.)

Planning Commission – 7:30 p.m., 3rd Thursday of every month. Please check website each month for meeting details.

Public Safety Commission – 7:00 p.m., 1st Monday of every month. (Exceptions are as follows: January, July & September, will meet on the 2nd Monday.)

Zoning Hearing Board – 7:00 p.m., 4th Wednesday of every month. Overflow hearing dates, if necessary, are the first Thursday of the month at 7:00 p.m. Please check website each month for meeting details.

Unless otherwise advertised, meetings are held at the Township Municipal Building located at 4444 Walbert Avenue, Allentown, Lehigh County, Pennsylvania, 18104. Please remember to check www.southwhitehall.com for all meeting details—some meetings will continue to meet virtually. Meetings for Planning Commission and Zoning Hearing Board for South Whitehall Township will be advertised appropriately prior to each meeting.

RANDY COPE
Interim Township Manager

**SOUTH WHITEHALL TOWNSHIP
PUBLIC NOTICE**

Notice is hereby given that **Joint Planning Commission/Board of Commissioners Comprehensive Plan Workshop Sessions** will be held at the Township Municipal Building located at 4444 Walbert Avenue, Allentown, Lehigh County, Pennsylvania on the following days: **January 11, February 8, March 8, April 12, May 10, June 7, July 12, August 9, September 13, October 11, November 8, and December 13, 2022.** (These meetings will take place Tuesday, after the first Wednesday of the month, at 7:00 p.m. for the pre-meeting, and 7:30 p.m. for the meeting.)

See www.southwhitehall.com for additional details.

RANDY COPE
Interim Township Manager