



BOARD OF COMMISSIONERS

PUBLIC MEETING

AGENDA-MINUTES

January 19, 2022

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

Attendees:

Commissioner Diane Kelly, President
Commissioner David M. Kennedy, Vice President
Commissioner Monica Hodges, Assist. Twp. Secretary
Commissioner Michael Wolk
Commissioner Brad Osborne
Joseph Zator, Twp. Solicitor, Zator Law
Anthony Tallarida, Twp. Engineer, The Pidcock Company

Randy Cope, Interim Township Manager/Dir. of Twp. Operations
Herb Bender, PW Manager
Mike Elias, PW Utility & MS4 Coordinator
Mike Kukitz, Parks & Rec Manager
Scott Boehret, Finance Manager
Chief Glenn Dorney, SWT Police Department
Dave Manhardt, Director of Community Development
Tracy Fehnel, Exec. Assistant

For the record, all commissioners were in attendance.

2. PLEDGE OF ALLEGIANCE

3. ANNOUNCEMENTS:

- a. All Public sessions of the South Whitehall Township Board of Commissioners are electronically recorded, filed, and posted to the website for Public access.
- b. Public/Virtual Meeting Rules
- c. Board of Commissioners met in Executive Session to discuss Legal and Personnel matters: January 4th, after regular BOC meeting; January 14th; January 18th; and January 19th, before this meeting.

4. COURTESY OF THE FLOOR: Public Comment on Non-Agenda Items

- a. Brian Hite, 1273 Eck Road. Topic – Wanted to thank the PD, specifically Lieutenant Eric Kleintop, for placement of speed board. Money well spent—speeds drastically dropped.
- b. Dave Torrey, 1351 Deerfield Drive. Topic - Thanked the board for accepting the farmland on Springhouse; nice to see that preserved.

5. MINUTES:

a. December 15, 2021 – Board of Commissioners Meeting Minutes

As Commissioners Kelly and Wolk were the only two commissioners on the board at that time, they were only ones voting on the approval of these minutes. A MOTION was made by Commissioner Wolk, which was seconded by Commissioner Kelly to approve the December 15, 2021 BOC Meeting Minutes. All in favor; none opposed. Vote was 2:0. Motion carried.

b. January 4, 2022 – Board of Commissioners Re-Organization Meeting Minutes

A MOTION was made by Commissioner Kennedy, which was seconded by Commissioner Wolk, to approve the January 4, 2022, BOC Re-Org Meeting Minutes. All in favor; none opposed. Vote was 5:0. Motion carried.

6. ORDINANCES: None.

7. RESOLUTIONS:

a. A Resolution Appointing the Township Auditor for Audit Year 2021

Scott Boehret, Director of Finance, explained this is a routine, yearly resolution to appoint the auditor, Herbein + Company, Inc., for the Township, and will encompass the Audit Year 2021.

A MOTION was made by Commissioner Wolk, which was seconded by Commissioner Osborne, approving the Township Auditor, Herbein + Company, for Audit Year 2021. All in favor; none opposed. Vote was 5:0. Motion carried.

b. A Resolution of the Governing Board of South Whitehall Township, Lehigh County, Pennsylvania, Authorizing, Empowering, and Directing the Proper Officers of the Governing Board to Appoint a Liaison between it and Berkheimer, the Duly Appointed Collector of Local Taxes for the District, for the Express Purpose of Sharing Confidential Tax Information with the District for Official Purposes.

Scott Boehret, Director of Finance, explained this is another formality. It allows for a Staff Member (Tricia Dickert, Assistant Director of Finance) to communicate with Berkheimer. Tricia explained that this resolution allows her to receive and get confidential information from Berkheimer for official purposes only.

A MOTION was made by Commissioner Wolk, which was seconded by Commissioner Osborne. All in favor; none opposed. Vote was 5:0. Motion carried.

c. A Resolution Granting Preliminary/Final Approval To A Major Plan Entitled “Kratzer Elementary School”

Dave Manhardt, Director of the Community Development Department, explained that the conditions of the resolution must be addressed/met prior to the recording of plan. This is an application to further develop the property located at 2200 Huckleberry Road. Plan proposes an 18.635 SQF building addition on the north side of the existing elementary school and several stormwater BMPs on the 11.44-acre property. The subject property is zoned R-4 Medium Density Residential. PSD is the owner/applicant. Plan was reviewed/recommended for approval at the November 18, 2021 PC Meeting.

Engineer for project was in attendance, and explained this addition to the KES will provide additional capacity for the school—the school district is nearing capacity for this building and this will provide for additional learning spaces/programing needs. They have no issues with any of the conditions, and the “Conditions for Approval” has been executed/provided to

Township. Hoping to start construction in April—construction will take approximately 15 months. Existing flow of traffic and function of this site will not change. Development of property is at the north-end of the building/back portion of the site. There will be a nice separation between the construction going on and students.

A MOTION was made by Commissioner Kennedy, which was seconded by Commissioner Wolk, granting P/F approval to plan “Kratzer Elementary School”. All in favor; none opposed. Vote was 5:0. Motion carried.

d. A Resolution Granting Preliminary/Final Approval To A Major Plan Entitled “Long’s Water Technology”

Dave Manhardt, Director of the Community Development Department, explained this is a project located at 1567 Hausman Road. The plan proposed the razing of all existing structures on the lot and the construction of a 5,600 SQF commercial building, a 14-space parking lot, and associated stormwater management facilities on the 1.2833-acre lot. The subject property is served by public water/sewer, and is zoned Highway Commercial. Carrol & Warrick, Inc. is owner and Long’s Water Technology is the applicant. Plan was reviewed/recommended for approval at the December 16, 2021, PC Meeting.

Adam Smith, PE, Barry Isett Assoc., and Jim Carrol, Owner, were both in attendance. Mr. Smith explained this is a relatively small project in the Township for a property a little over an acre. Property actually approved in 2008, not built at the time, and approval has expired. Coming back through the process now. Plan relatively unchanged from the 2008 plan. “Conditions for Approval” have been signed and provided to the Township. Mr. Carrol explained they have been operating in the Township since 1998; found out last spring that their lease would not be renewed; hence, reason all this. Money is being put in escrow for the sidewalks, etc., to give Township leverage. LCCD conducts inspections during construction, and has authority to stop construction if requirements are not met. Pidcock Company, Township Engineer, Tony Tallarida also explained they check while construction is going on, with regard to the soil, that they are within their limits of disturbance as defined on the plan.

A MOTION was made by Commissioner Wolk, which was seconded by Commissioner Kennedy, granting P/F approval to Plan “Long’s Water Technology”. All in favor; none opposed. Vote was 5:0. Motion carried.

e. See Motion 8-C First, followed by 7-E: A Resolution Extending Conditional Offer Of Employment To The Entry-Level Position Of Patrol Officer In The Township’s Police Department To Candidate Number 43797 Conditioned Upon The Individual Satisfactorily Completing Medical And Psychological Examinations To Confirm Their Fitness For Duty

Chief Glen Dorney explained this is the procedural aspect where we certify three names through Civil Service Commission for each position that is vacant. Currently we have only one position vacant. Asking to grant a conditional hire of employment to candidate #43797, and does meet the CS guidelines/criteria to start background investigation and move

forward to make sure they are fit for the SWT PD. This does not mean we will absolutely hire them—just gives us ability to start the process.

A MOTION was made by Commissioner Wolk, which was seconded by Commissioner Hodges, approving said Resolution extending conditional offer of employment for entry-level position of Patrol Officer to candidate 43797. All in favor; none opposed. Vote was 5:0. Motion carried.

8. MOTIONS:

a. Motion to Appoint ___ and ___ to the Budget, Finance, and Audit Subcommittee.

President Kelly explained this is a motion of the Board to appoint new commissioners to our established subcommittees. President Kelly opened discussion up to Board to accept volunteers.

Commissioner Kennedy said that he would like to serve on the Budget, Finance, and Audit Subcommittee. Commissioner Wolk said that he would like to continue serving on this subcommittee as well.

A MOTION was made by Commissioner Hodges, which was seconded by Commissioner Osborne, to appoint both Commissioners Kennedy and Wolk to the Budget, Finance, and Audit Subcommittee. All in favor; none opposed. Vote was 5:0. Motion carried.

b. Motion to Appoint __ and __ to the Fire Services Subcommittee

President Kelly opened discussion up to Board to accept volunteers.

Commissioner Kennedy said he served 25 years on PSC, and would like to serve on the Fire Services Subcommittee. President Kelly said she would also like to serve on this committee if it is agreeable by the Board.

A MOTION was made by Commissioner Osborne, which was seconded by Commissioner Wolk, to appoint both Commissioners Kennedy and Kelly to the Fire Services Subcommittee. All in favor; none opposed. Vote was 5:0. Motion carried.

President Kelly said there will be new committees formed in the near future, which will afford opportunity for other commissioners to serve as well.

c. Motion to Proceed with Adoption of the Entire Civil Service Eligibility List for Patrol Officer in the SWT Police Department

Chief Glen Dorney explained that this is the process to adopt the CS list, which was adopted by the CSC on January 12, 2022, in order for us to follow CS guidelines to hire police officers moving forward. We are a member of the Lehigh County Testing Consortium, which involves 12 Departments in LC, where we give one written test and physical exam on one day, and then we (SWT) do our own interviews (which took place on January 5th and 6th), of which 15 viable candidates are on said list and are moving forward. Chief is asking Board to adopt said list in order to move forward with hiring process.

A MOTION was made by Commissioner Osborne, which was seconded by Commissioner Wolk, to adopt entire Civil Service Eligibility List for Patrol Officer in the SWT PD. All in favor; none opposed. Vote was 5:0. Motion carried.

d. A Resolution Approving Sewer Planning Module - 4815 Crackersport Road

Herb Bender, Manager of Public Works Department, explained that Triple Net Investments is proposing a 13,500 SQF building addition to be located on the north end of the existing 9,882 SQF building located on the currently developed site at 4815 Crackersport Road. The developer is requesting Board approval for 1,115 GPD or 5 EDUs of sewer allocation.

A MOTION was made by Commissioner Osborne, which was seconded by Commissioner Kennedy, to approve the sewer planning module at 4815 Crackersport Road. All in favor; none opposed. Vote was 5:0. Motion carried.

e. Motion to Proceed with Vehicle Purchases for Public Works, Police Department, & Fire Departments

Randy Cope, Interim Township Manager, explained that currently there have been significant increases in vehicles/equipment nationwide. When the items below were originally budgeted for, a 5% contingency was put in for each of these line items to make sure we would be covered. If delayed further, these prices will continue to rise due to price of steel and low inventory. We are here before the Board this evening to ask for permission to proceed with purchase of the below at this time. Old vehicles to be replaced will be put on MuniBid to be sold. These funds will then go back to other fixed asset line items.

Motion to Proceed with the following Purchases:

1. PW - 2023 Freightliner Single Axle Dump Truck; Cost \$192,526.00
2. PW - 2022 Ford F-550 Dump Truck; Cost \$87,377.00
3. PW - Super Products Camel Dump 1200 Series Jet and Vac Truck; Cost \$443,664.82
4. PW - 2022 Ford F-250 Utility Truck; Cost \$47,362.00
5. PD - 2022 Ford F-150 Police Responder (marked/outfitted w/emergency equipment; Cost \$53,811.36
6. PD - (2) 2022 Police Interceptor Utility SUVs \$48,071.42 each. All units require radios, Mobile Data Terminals, speed timing devices, and In-Car Camera systems installed. Total for this project \$217,112.20
7. FD - 2022 Ford 150; Cost \$43,975.46

President Kelly explained we will be making one motion for all the above vehicles. A MOTION was made by Commissioner Wolk, which was seconded by Commissioner Osborne, granting permission to proceed with the purchase of the above vehicles as explained by the Public Works, Police, and Fire Departments. All in favor; none opposed. Vote was 5:0. Motion carried.

9. CORRESPONDENCE AND INFORMATION ITEMS:

a. Boards and Commissions - Informational Items/Vacancies

CURRENT VACANCIES ON BOARDS/COMMISSIONS:

1. Civil Service Commission - 1 Alternate Vacancy
 2. Landscape Shade Tree Commission - 2 Vacancies
 3. Park & Recreation Board - 1 Vacancy
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4. Planning Commission - 1 Vacancy
5. Zoning Hearing Board - 1 Alternate Vacancy
6. Vacancy Board – 1 Vacancy

Randy Cope encouraged anyone interested in serving to please go to website, and fill out the Volunteer Board Member Application Form and submit to Township. President Kelly said we welcome any resident who wishes to invest their time volunteering on a board/ commission. Also, the Board will be accepting positions for the Vacancy Board. The interview process will begin for all the above in the near future.

UPCOMING MEETINGS: Details posted on website.

- Thursday, January 20th - Planning Commission Meeting, 7:30 p.m.
- Monday, January 24th - Landscape and Shade Tree Commission, 10:00 a.m.
- Monday, January 24th - Green Advisory Council, 6:00 p.m.
- Wednesday, January 26th - Zoning Hearing Board, 7:00 p.m.

**Virtual and In-House Option available for each of the above meetings. Please check website for further details.*

b. Welcome – New Police Officer, David Lawrence

10. DIRECTION/DISCUSSION ITEMS:

Flood Mitigation Grant provided through the DCED – The Board agreed that we can discuss this at the February 9th Workshop, in addition—President Kelly also suggested that we discuss other Boards/Committees to be formed on February 9th.

Commissioner Osborne – Regarding COF, we may also want to consider keeping the 2nd COF at end of meeting, in addition to the COF at the beginning of the meeting, in order that, just in case someone has a thought during the rest of the meeting, which is not necessarily subject-related and perhaps missed the first opportunity, this would allow them to speak at second COF.

Request for Proposal (RFP) re-Search Firm related to the Township Manager vacancy – Commissioner Osborne said responses are due by January 28th. Does the Board want to consider setting up a Special Meeting between January 28th and February 2nd so that we can at least begin the interview process, in order to perhaps make a decision at the February 2nd BOC meeting, or would at least have everything lined up by the February 16th BOC meeting?

11. OLD BUSINESS:

a. Wehr’s Dam – Status:

Randy Cope, Interim Township Manager explained no update at this time. We did not receive the DCNR Grant. Permit has been obtained. Now in the final design phase and starting to prepare the bid package. Between now and March is a good time to go out to bid. We would be looking to move forward with this in Spring.

b. Route 309/Ridgeview Intersection

Randy Cope, Interim Township Manager explained this is something being actively looked at internally, as well as being brought up in Planning Commission Meetings. Once more info becomes available, we will be sure to put back on agenda under Old Business and report back to Board/Public. For the record, PennDOT will be engaged in the Route 309/Ridgeview Intersection Study.

c. Comprehensive Plan Update

Dave Manhardt explained first Workshop was held January 11th. Reviewed process at this meeting—what PC will be looking at, how they will be filtering all the information, and bringing it down into clear/concise goals/objectives. Next meeting on February 8th; will begin to dig into goals/objectives. First section will be overarching goals/objectives for entire CP. Will then start to get into individual focused areas. The next area would be resourced protection. Meetings are both public and virtual.

12. DEPARTMENT REPORTS:**a. Executive Department – Interim Township Manager Randy Cope.**

In January, busy getting all commissioners up to speed. Also, held an Ordinance Review Workshop, January 12th. Outlined ordinances that may need attention; Staff provided feedback to Board; and Board provided feedback to Staff. New process developed as to how ordinances are reviewed and get on Public Agenda. We've outlined a process which will improve advertising of ordinances both on website and public meeting formats

January 4th Re-Organization Meeting – We are off and running. Great communication with Board.

b. Community Development Department – Dave Manhardt, Director of CD

Comp Plan – Next meeting February 8th.

Ordinance Updates – reviewing ordinances discussed at January 12th Workshop, and will bring back to BOC shortly.

Planning Commission – December 16th meeting, recommended approval for Long's Water. Route 309 Wawa was taken under advisement. Dorneyville Shopping Center Restaurant Pad was taken under advisement. At tomorrow's, January 20th meeting, The Ruhe Subdivision was scheduled/now pulled from agenda. Route 309 Wawa, has also been pulled. We have Ridge Farm Phase I-A on tomorrow's agenda.

Zoning Hearing Board – Met December 20, 2021, approved variances for Parkland Manor. The January 26th ZHB Meeting has been cancelled. ZHB Solicitor Maria Mullane has retired. ZHB currently seeking a replacement for her position.

Landscape Shade Tree Commission – December 28, 2021, reviewed the 4750 Tilghman Street Store, Cedarbrook Senior Care, Long's Water, and Dorneyville Shopping Center, Fast-Casual. Applications for LSTC come in last minute, so not sure what will be on January 24th Agenda. Two vacancies on this commission.

Permits - December Residential Permits saw a significant drop from November. Non-residential permits slight decrease in December. PW ROW Permits 12.

Enforcement Program – During winter this dies down a bit. Focus during this time is on the ordinance updates.

Dave Manhardt will look into the particular sign, nailed to utility poles, throughout the Township, which advertises hauling away things, and will have them taken down.

c. Finance Department – Scott Boehret, Director of Finance

We now have someone who specializes in BP Tax and she has identified some vulnerabilities we have with the program. A priority of the FN Team will be to make sure businesses and owners of investment properties are compliant both now and in the future. Areas of focus are discovery and a thorough review of returns that were filed. We also plan to advise and update our BP Tax Regulations—we do have a new application for BP. Any questions, public should contact the FN Department.

d. Parks & Recreation Department – Mike Kukitz, Parks & Rec Manager

Winter/Indoor Programs – Underway right now. Started to reach out to the playground vendors regarding 2022 SW Chase Playground Renovation Project, budgeted out of open space funds. Getting things lined up for spring/summer (rec desk, website). Will start hiring process shortly for the summer program February 1st. Anyone interested, contact Mike/Township. Initial kick-off meeting with Barry Isett to look at the Park Rec Open-Space & Trail Plan. Should be getting a timeline back from them shortly. These dates will be forwarded on to the BOC so that all can have input into this important plan. Working on 2022 Sponsorship ideas to get some projects launched/off the ground. Finalizing Newsletter to send off to newsletter company.

e. Public Works Department – Herb Bender, PW Manager

Streets Department – Keeping up with nuisance snowstorms. Getting ready for the next one which is due to arrive shortly. Took on building our own inlet risers in-house this year, instead of purchasing them; currently fixing inlets that have broken down over the years. Currently repairing the water leak cuts after the water department repairs. With the main breaks, the street department moves in to repair the street after water repairs.

Parks Department – Trimming trees in the Kilmer area today. Taking down Christmas lights now. Higher lights taken down upon arrival of bucket truck. Installing wire mesh on split rail fencing around some of retention basins.

Water Department – Fixing water leak repairs—11 so far this year. Putting out leak detection to find leaks now—water problems seem to surface at night. Working on yearly station maintenance list.

Sewer Department – Out TV-ing MS52, flush out routine problem areas in the sanitary sewer system when temperatures allow.

Garage Department – Keeping up with repairs with snow equipment. Routine service of PD, PW/Admin fleet. Also brought in-house this year maintenance of the water station generator.

Commissioner Hodges on behalf of the BOC, Congratulated the following from the PW Department who received their water licenses: Herb Bender, Mike Elias, Drew Rice, Dave Bachinski. This is a long, arduous process. Takes several months of study, field experience, and a rigorous examination.

f. Police Department – Chief Glen Dorney

December Stats – Reports 1101 in Dec; YTD 13,690; 24% increase from 2021. UCRs 76 in Dec; YTD 879; 2% increase in 2021. Arrests 26 in Dec; YTD 371; 8% decrease from 2021.

Comparison of Stats 2021 v. (pre-pandemic) 2019 due to onset of COVID in 2020:

Reports 2021 13,690 v. 2019 12,517; increase of 9%

UCRs 2021 879 v. 2019 1,232; decrease of 29%

Arrests 2021 371 v. 2019 528; decrease of 30%

Officer David Lawrence – Graduated from the Academy December 10th. Currently in field training.

2nd Citizens' Police Academy – Starts March 3rd. Currently taking applications.

Speed Boards – Currently we do have two solar paneled speed boards on order, as a result of a donation from Cressman Insurance, which will be a tremendous help to our community.

City of Allentown PD had a tragedy—loss of Detective James Stanko, who passed away unexpectedly. Chief asked that we keep this family in our thoughts/prayers.

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

List of projects published in packet. Currently working on status of subdivisions which will be distributed shortly. Currently working with PW Manager Herb Bender on construction standards regarding things to update, which will be wrapped up shortly.

13. MOTION TO AUTHORIZE PAYMENT OF INVOICES & DISBURSEMENTS:

a. Invoices and Disbursements

A MOTION was made by Commissioner Kennedy, and seconded by Commissioner Wolk, to approve the payment of all invoices. All in favor; none opposed. Vote was 5:0. Motion carried.

14. EXECUTIVE SESSION: Board will be re-convening into executive session after this meeting.

15. ADJOURNMENT: At 8:23P, a MOTION was made by Commissioner Kennedy, which was seconded by Commissioner Wolk, to adjourn. All in favor; none opposed.

16. APPROVED: February 2, 2022

A MOTION was made by Commissioner Osborne, which was seconded by Commissioner Wolk, to approve the January 19, 2022, BOC Meeting Minutes as amended. All in favor; none opposed. Vote was 5:0. Motion Carried.