



BOARD OF COMMISSIONERS

WORKSHOP SESSION

AGENDA-MINUTES

July 13, 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 - Absent
Commissioner Brad Osborne – Absent

Herb Bender, Interim Township Manager/Dir. of Twp. Operations
Michael Sorrentino, Captain, SWT PD
Scott Boehret, Director of Finance
Rob Fehnel, IT Projects Manager

For the record - Both Commissioners Wolk and Osborne were absent this evening, and neither were able to participate virtually.

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 on the following date(s) to discuss Legal and/or Personnel Matters: before this evening's Workshop, July 13, 2022.

4. MINUTES:

a. June 15, 2022 – Board of Commissioners Meeting Minutes

A MOTION was made by Commissioner Hodges, which was seconded by Commissioner Kennedy, to approve the June 15, 2022, BOC Meeting Minutes as presented. All in favor; none opposed. Motion carried. Vote was 3:0.

5. RESOLUTIONS:

a. A Resolution Amending Resolution No. 2022-01 Designating Depositories for Township Funds

Scott Boehret, Director of Finance, explained this is a formality, in response to the recent change in leadership from Randy Cope's departure to new Interim Township Manager, Herb Bender. Also, currently we do not have a Township Treasurer; however, Tricia Dickert, is Deputy Treasurer, which will allow us to sign checks in a timely manner. This resolution designates various banking institutions as depositories, as well as indicates who the check signers are, in order to have an expeditious process in place.

Commissioner Kennedy asked for a Bank Status Report, with regard to the fees/transaction fees we get charged by the various banking institutions we currently deal with.

A MOTION was made by Commissioner Kennedy, which was seconded by Commissioner Kelly, to approve the above Resolution as amended: All Township checks are to be signed by one Township Official and one Commissioner at all times. This will ensure checks and balances are in place. All in favor; none opposed. Vote: 3:0. Motion Carried.

b. A Resolution Extending Conditional Offer Of Employment To The Entry-Level Position Of Patrol Officer In The Township's Police Department To Candidates Number 51749 and 64394 Conditioned Upon The Individual Satisfactorily Completing Medical And Psychological Examinations To Confirm Their Fitness For Duty

Captain Sorrentino explained that the PD is looking to fill a vacancy with regard to entry-level patrol officer position via CSC guidelines, and needs the Board of Commissioners to extend a conditional offer of employment to the next eligible candidates on the CSC list. The next two candidates on the list are Candidates #51749 and #64394, which is conditioned upon the individuals satisfactorily completing the background investigation, polygraph examination, medical examination, and psychological examination to confirm their fitness for duty.

A MOTION was made by Commissioner Kennedy, which was seconded by Commissioner Kelly, to approve said resolution as presented by Captain Sorrentino. All in favor; none opposed. Vote: 3:0. Motion Carried.

6. DIRECTION/DISCUSSION ITEMS:

a. Boards/Commissions – ByLaws

President Kelly explained this evening's discussion regarding the ByLaws for Boards/Commissions was born out of a discussion regarding the Environmental Advisory Council, whose ByLaws were written in the 70s/80s—and did we want to get the EAC active once again. Additionally, Commissioner Osborne drafted an ordinance early February this year, which the BOC talked about streamlining the process and setting up ByLaws, appointments to committees, and who they would report to in a more standard fashion across the board.

Currently there are 11 advisory Boards that report to the BOC—Building Code Appeal Board (BCAB), Civil Service Commission (CSC), Environmental Advisory Council (EAC), Fire Code Appeals Board (FCAB), Green Advisory Council (GAC), Landscape Shade Tree Commission (LSTC), Parks & Recreation Board (P&RB), Pension Committee, Planning Commission, Public Safety Commission (PSC), and the Zoning Hearing Board (ZHB).

President Kelly looked up the ordinance which established the EAC and it should work in conjunction with the P&R Board. It would be helpful to talk about how do we rejuvenate the Environmental Advisory Council to be a help to the Land Preservation Committee, as well as advise the BOC as we move forward with trying to protect our natural resources and to provide open space for our community.

Suggestions made/discussed as follows: (To be discussed more with entire BOC)

- EAC – get this council active again per First-Class Township Code, and perhaps combine with GAC.
- EAC could also help with P&RB and Land Preservation Open Space Committee
- Think about combining some of the other Boards.
- Need to look at ByLaws to see where there is overlap, and then how to better structure new committees.
- Some Boards/Commissions could meet quarterly, instead of monthly. Email to be sent to Chairman to see if quarterly meetings would cover their objectives, vs. meeting monthly. Tracy to send email to the Chairs of EAC, GAC, LSTC and P&RC. Will ask if they would be able to complete the mission of their board if they met quarterly. Just taking a survey to get their thoughts on this matter.
- Draft Ordinance which Commissioner Osborne discussed at meeting in February of this year.
 - Appointment of Committees - Township Manager shall submit a list of standing committees to BOC and commissioners-elect on December 15th of each year. Expired members could be contacted at this time, to see if they are interested in reappointment. TM could then get a recommendation from Chair of that Board, as well as TM also giving their recommendation on individual.
 - Board/Commissions meeting minutes to be forwarded to BOC for their review. Matters of concern/significance, over and above regular meeting minutes, can be brought to the attention of the BOC via the Township Manager to keep them in the loop.
 - Agendas shall be posted online for public access for all Boards/Commissions Meetings, in a similar fashion to that of the BOC. An agenda should be prepared, posted to website, and forwarded to BOC 24 hours in advance of said meeting.
- Attendance Requirement for meetings – What should that be? Board was in agreement with an attendance requirement.
- Yearly Reports – to be done by all Boards/Commissions. Times met, Goals, Accomplishments, etc. Yearly Recap to BOC done by all the Boards and Commissions.
- President Kelly will update the draft ordinance and email back to the Board. Full BOC can then have a discussion as to how to move forward with as something we might adopt.

At this point in the meeting, 6:45P, Current Vacancies were discussed, followed by approval of Invoices, and then a RECESS was taken until 7P, at which time the three candidates below were interviewed.

7:00 pm – Interviews for Current Vacancies, by Commissioners Kelly, Kennedy, and Hodges.
The following individuals were interviewed this evening.

INTERVIEWS:

- 1. Juan Dipini, 7P (CSC, LSTC, & P&RB) - Interviewed**
2. James Gilleo, 7:20P (LSTC) – *did not attend.*
- 3. Matthew Peterson, 7:40P (P&RB) - Interviewed**

Jacob Roth, Sara Seipel, and Greg Pacitti will be interviewed at a later date when they are available.

CURRENT VACANCIES ON BOARDS/COMMISSIONS:

- [Planning Commission](#) - (0) Vacancy
- [Civil Service Commission](#) - (1) Vacancy (alternate position)
- [Landscape Shade Tree Commission](#) - (2) Vacancies
- [Parks & Recreation Board](#) - (1) Vacancy
- [Zoning Hearing Board](#) - (0) Vacancy
- [Green Advisory Council](#) - (1) Vacancy

7. **COURTESY OF THE FLOOR:** Public Comment on Non-Agenda Items – NONE.

8. **MOTION TO AUTHORIZE PAYMENT OF INVOICES & DISBURSEMENTS:**

a. **Invoices and Disbursements**

A MOTION was made by Commissioner Kennedy, which was seconded by Commissioner Kelly, to approve the payment of all invoices. All in favor; none opposed. Motion carried. Vote 3:0.

9. **EXECUTIVE SESSION:** None.

10. **ADJOURNMENT:**

For the record, at 6:45 p.m. the BOC took a recess, and then began interviews at 7:00 p.m.

11. **APPROVED:** At the July 20, 2022, BOC Meeting, a MOTION was made by Commissioner Kennedy, which was seconded by Commissioner Kelly, to approve the July 13th BOC Workshop Meeting Minutes. All in favor; none opposed. Vote was 3:0. (Commissioners Wolk and Osborne abstained, as they were not at the July 13th Workshop.)
