



## BOARD OF COMMISSIONERS

**PUBLIC MEETING**

**AGENDA-MINUTES**

**August 3, 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, Solicitor, Zator Law  
Anthony Tallarida, Twp. Engineer, The Pidcock Co.

Herb Bender, Interim Township Manager  
Mike Elias, PW Utility & MS4 Coordinator  
Mike Kukitz, Parks & Rec Manager  
Scott Boehret, Director of Finance  
Tricia Dickert, Assist. Director of Finance  
Glen Dorney, Chief of Police  
Dave Manhardt, Director, Community Development Dept.\*  
Chris Stroehler, Long-Range Planner, CD Dept.  
Gregg Adams, Planner, Community Development Dept.  
Chris Kiskeravage, Twp. Fire Commissioner  
John Frantz, Fire Marshal, Building Code Official  
Tom Harper, Code Enforcement Program Manager  
Rob Fehnel, IT Projects Manager  
Tracy Fehnel, Exec. Assistant  
**Absent\***      **Attended 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: Prior to this evening's August 3<sup>rd</sup> Meeting.

**4. COURTESY OF THE FLOOR: Public Comment on Non-Agenda Items – None.**

**5. MINUTES:**

**a. July 20, 2022 – Board of Commissioners Minutes**

A MOTION was made by Commissioner Hodges, which was seconded by Commissioner Kelly, to approve the July 20, 2022, BOC Minutes as presented (with one minor tweak). All in favor; none opposed. Vote was 5:0. Motion Carried.

**6. PRESENTATIONS: None.**

**7. ORDINANCES: None.**

**8. RESOLUTIONS:**

- a. A Resolution of the Board of Commissioners of South Whitehall Township, Lehigh County, Pennsylvania, Appointing Thomas Petrucci as Township Manager

President Kelly explained that the Board conducted an extensive recruitment process for Township Manager, with the assistance of Lafayette College/Meyner Center, with numerous candidates being interviewed over several months. This Resolution before the board is a resolution to appoint Thomas Petrucci as Township Manager for SWT.

Mr. Petrucci holds a B.A. in Journalism from Temple University and a Master of Public Administration from Villanova, with an emphasis in Financial Management and Leadership Ethics. He served as the Township Manager for the Borough of Bath from 2012-2015. In his most recent position, Tom served as Plainfield Township Manager for the past seven years.

A MOTION was made by President Kelly, which was seconded by Commissioner Hodges, to approve resolution appointing Thomas Petrucci as Township Manager for SWT. All in favor; none opposed. Vote 5:0. Motion carried.

Township Manager Tom Petrucci's first day with SWT will be on Tuesday, September 6, 2022.

**b. A Resolution Extending the Conditional Preliminary/Final Approval Granted to a Major Plan Entitled "Parkland Manor Phase 4 Senior Living"**

Chris Stroehler, Long-Range Planner, CD Dept., explained that an Application was submitted, to further develop the property at 4636 Crackersport Road, aka Parkland Manor. The Applicant is PA Venture Capital, Inc. BOC granted final approval to Phase 4 June 2020 with 2 waivers and 17 conditions of approval. Currently 10 of the 17 conditions have been satisfied. Out of remaining conditions, 2 of them are legal protections—1 is the requirements to record the plan, and therefore there are 4 conditions we are still working on with the developer. Applicant is requesting a retro-active 90-day extension on the P-F Approval to satisfy the remaining conditions. Resolution before Board this evening will amend original resolution granting Applicant the 90-day extension allowing them until September 28, 2022, to satisfy the remaining conditions. CD Dept. is working with Developer on these conditions and has no issues with this request before the Board this evening.

Attorney Joel Wiener and Bill Erdman, Keystone Consulting Engineers, were both in attendance this evening, on behalf of Applicant. Attorney Wiener explained the delay was due primarily to COVID, vacations, and a variety of other things in order to get the releases. All the items needed have been identified, and are at the final stages—the Township has the letter of credit in place, the plans have been confirmed by the engineers, and the general form of the easements that the Township is looking for have all been delivered.

A MOTION was made by Commissioner Osborne, which was seconded by Commissioner Kelly, to approve above resolution. All in favor; none opposed. Vote 5:0. Motion carried.

**c. A Resolution Appointing Vincent Quinn as a Regular Member of the South Whitehall Township Civil Service Commission**

Chief Glen Dorney explained they are requesting that Mr. Quinn be appointed as a regular member of the CSC—currently he is an alternate member. Mr. Quinn has done an excellent job the last two years as he served as alternate member of the CSC. A vacancy was created by Mr. Mike Bruckner, who was a regular member, and moved out of state.

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A MOTION was made by Commissioner Wolk, which was seconded by Commissioner Osborne, appointing Mr. Quinn as a regular member to the CSC. All in favor; none opposed. Vote 5:0. Motion carried.

**d. A Resolution Approving and Adopting the First Amendment to Contract for "Residential Municipal Solid Waste (MSW) Collection, Disposal and Recycling Services" to Provide for an Extension of One Year Through 2023**

Interim Township Manager Herb Bender explained that SWT is requesting permission to extend the Residential Municipal Solid Waste (MSW) Collection, Disposal, and Recycling Services Contract. When the Township went out to bid in 2019, we gave bidders an option to bid a three and five-year contract. The Township chose to award a three-year contract with an option to extend the contract at the last contractual year price. Waste Management has agreed to hold their prices for another one-year term, which we feel with the economy and an unstable fuel market, would be in the best interest of the Township to extend this contract.

A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Wolk, approving above resolution as explained by Mr. Bender. All in favor; none opposed. Vote 5:0. Motion carried.

**9. MOTIONS: None.**

**10. CORRESPONDENCE AND INFORMATION ITEMS:**

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

**CURRENT VACANCIES ON BOARDS/COMMISSIONS:**

1. Civil Service Commission - 2 Alternate Vacancies
2. Green Advisory Council - 3 Vacancy
3. Landscape Shade Tree Commission - 2 Vacancies
4. Park & Recreation Board - 1 Vacancy
5. Environmental Advisory Council - 3 Vacancies

**UPCOMING MEETINGS: Details posted on website.**

- Tuesday, August 9th - Comprehensive Plan Workshop, 7P
- Wednesday, August 10th - Civil Service Commission, 1P
- Wednesday, August 10th - Building Code Appeals Board, 3:30P
- Wednesday, August 10th - BOC Workshop, 6P
- Friday, August 12th - Movie in the Park, Fernwood Park, 7:45P
- Monday, August 15th - Green Advisory Council, 6P

Applications continue to be accepted.

**11. OLD BUSINESS**

**a. Wehr's Dam - Status**

Interim Township Manager, Herb Bender explained, as mentioned, bids were rejected. Went back out and advertised July 15<sup>th</sup> & 29<sup>th</sup>. Prebid meeting held today 10A. Questions to be submitted by 4P today to PennBid. Bid opening on August 8<sup>th</sup>. Will be brought back to the BOC, hopefully to award, next time. We feel we will get competitive bids this time.

**b. Comprehensive Plan Update - Explanation by Chris Strohler, Long-Range Planner, Community Development Department**

Team has been working to synthesize the goals, strategies, and implementation for all the elements of the plan. Worked through resource protection, community utilities, housing, community facilities, and finalizing the transportation components at next workshop. Starting to dig into the land-use plan—have developed a final outline of the plan, and starting to put together a final draft. Will be conducting some public outreach this September in coordination with Parkland School District to get feedback on the final elements and to get the community excited about the plan. Draft plan to come in October, which will be the opening of the 45-day comment period. Looking at a proposed adoption in December 2022. All work up to this point has been posted to website.

Commissioner Wolk would like to have a written schedule/bar chart that shows the mid/high-level milestones, which would occur prior to our getting to the December end date, so that we know where we are in the process.

**c. Creek Greenway, Phase 1 - River Road (Shared Pathway) - Explanation by Mike Kukitz, Parks & Recreation Manager**

Mike Kukitz, Park & Recreation Manager, explained we are getting closer. SWT did receive the TASA funding to complete the construction of the trail through the park. We have approximately one year to get everything lined up before we go out to bid in order to stay on schedule. Options have been narrowed down from five to two potential options, with Michael Baker looking at a third option outside scope of original five. Staff's plan is to review those options and come to you with a recommendation at the next BOC meeting with something fiscally responsible and very safe for our residents, in order to stay on schedule and get the trail built by end of 2023/beginning 2024.

**12. DIRECTION/DISCUSSION ITEMS:**

**a. Nixel 360 Platform**

Interim Township Manager Herb Bender explained he and Jeff Kelly, Emergency Management Director for SWT, as well as Chief Glen Dorney have been working on the Nixel 360 Platform, and feel this would be very helpful to the Township to move forward with Nixel 360. Currently under contract with our other Reverse 911-Call System, which we cannot get out of until end of year—we do not have to renew EOY. Mr. Bender explained he'd like to run these side-by-side for the remainder of the year. Moving forward, we would like to move away from the Reverse 911-Call and continue forward with the Nixel 360. This would be a one-year contract with Nixel, with the option of two more additional, one-year contracts with them, which means we are not locking ourselves into a three-year contract. This works

well with the use of social media for PD, which can be run through Nixel 360. This can also be used to get messages out with regard to water-main breaks, paving, etc.—messages would go out only to those in that particular area. We get 1M messages a year under this contract. Cost of this contract would be \$4,050.00 for the Nixel 360. Set up fee is \$324 first year; 2<sup>nd</sup> & 3<sup>rd</sup> years would be \$4,050.00/year. Will get a copy of the contract for the next meeting. Jeff Kelly explained this will also be introduced at the Community Preparedness Day event September 10<sup>th</sup> where residents will be able to sign up for it there, via their smart phones, which is already being done by a lot of communities. Also, Sergeant Grozier will no longer have to post to all the different media platforms, because Nixel will do that for him. This will come back to the Board at the August 17<sup>th</sup> meeting.

National Night Out Event - At this point in the meeting, President Kelly thanked the entire PD, along with Chief Dorney, and all who helped to make the National Night Out event a success—it was a great community event enjoyed by the residents. Chief also thanked Sergeant Grozier for the many hours invested into developing and making this event a big success.

13. **COURTESY OF THE FLOOR: Public Comment on Non-Agenda Items – None.**

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

**a. Invoices and Disbursements**

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

15. **EXECUTIVE SESSION: None.**

16. **ADJOURNMENT: At 7:38 p.m. a MOTION was made by Commissioner Hodges, which was seconded by Commissioner Kelly, to adjourn. All in favor; none opposed.**

Light reception was held after meeting to welcome new Township Manager Tom Petrucci.

17. **APPROVED: August 17, 2022 – A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Kennedy, to approve the August 3, 2022, BOC Meeting Minutes as presented. All in favor; none opposed. Vote 5:0. Motion Carried.**

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