



## BOARD OF COMMISSIONERS

**PUBLIC MEETING**

**AGENDA-MINUTES**

**September 21, 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 **\*Absent**  
Joseph Zator, Solicitor, Zator Law  
Anthony Tallarida, Twp. Engineer, The Pidcock Co.

Tom Petrucci, Township Manager  
Herb Bender, Dir. of Twp. Operations  
Mike Elias, PW Utility & MS4 Coordinator  
Mike Kukitz, Parks & Rec Manager  
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: September 14, 2022.

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

**5. MINUTES:**

**a. September 7, 2022 – Board of Commissioners Minutes**

A MOTION was made by Commissioner Kennedy, which was seconded by Commissioner Hodges, to approve the September 7, 2022, BOC Minutes as presented. All in favor; none opposed. Vote was 4:0. Motion Carried. *(Commissioner Osborne was not in attendance at this evening's meeting.)*

**6. PRESENTATIONS: None.**

**7. ORDINANCES:**

- a. Previously Advertise for Possible Adoption - An Ordinance Reenacting, Amending and Restating Chapter 296 (Stormwater Management) of the Codified Ordinances of South Whitehall Township in its Entirety, Providing the Article shall be Known as the south Whitehall Township Stormwater Management Plan Ordinance and

**Further Providing for General Provisions; Definitions; Stormwater Management Standards; Drainage Plan Requirements; Inspections; Storm Water Management (SWM) Site Plan Requirements; Stormwater BMP Operations and Maintenance Plan General Requirements; Operations and Maintenance; Maintenance Responsibilities for Permanent Stormwater Runoff Controls; Fees and Expenses; Prohibitions; Enforcement and Penalties; References; Repealer; Severability; Failure to Enforce not a Waiver; Repealer; Effective Date**

Mike Elias, PW Utility & MS4 Coordinator, explained that this ordinance was previously approved to advertise. No comments were received re-the advertisement. Adoption of said updated storm water ordinance will keep us in compliance with DEP's 2022 model storm water ordinance. PWs requesting its adoption so as to keep us in compliance with DEP storm water permit.

Brian Hite, 1273 Eck Road – Subject: The storm water from the warehouse site, which is reaching his residence site. Herb Bender, Director of Township Operations will keep BOC & Solicitor's office up to date on this matter. Herb is going to advise Blue Rock that we need a timeline put out on a spreadsheet when items are to be accomplished so we can continue to move forward in accomplishing them. Additionally, Brian Hite and Township Manager Tom Petrucci to meet and discuss in order to bring him up to speed on this matter.

A MOTION was made by Commissioner Kennedy, which was seconded by Commissioner Kelly, to approve the storm water Ordinance as explained by Mr. Elias. All in favor; none opposed. Vote 4:0, Motion carried.

- b. For Discussion Only/Motion to Proceed with Advertising - An Ordinance Reenacting, Amending And Restating Chapter 92 Of The Codified Ordinances Of South Whitehall Township In Its Entirety, Providing That The Ordinance Shall Be Known As The South Whitehall Township Police And Fire Emergency Alarm Ordinance And Further Providing For Name; Purpose And Intent; Definitions; Alarm System Installation Requirements; Alarm System Operation Requirements; Alarm System Technical Information; Alarm System Repair Service; Alarm System Disconnecting; Verified Response; Registration Fees; False Or Nuisance Alarm Determination; Service Fees; Appeals; Payments; Fines And Penalties; Remedies For Violations; Police/Fire Department Duty; Immunities Preserved; Severability; Failure To Enforce Not A Waiver; Repealer And An Effective Date.**

Tom Harper, Code Enforcement Program Manager explained this ordinance will be replacing the current Alarm ordinance of 2010.

The highlights of the new ordinance are as follows:

- It provides for the reduction of free occurrences from 6 (3/6 months) to 2/year.
- Invoice billing will be conducted on a quarterly basis, instead of biannually.
- The involved party must submit a plan to the Township as to how they are going to eliminate future false or nuisance alarms.

- It allows for the Board of Commissioners to establish the fees annually as part of the fee schedule resolution process. Fees will be set for commercial and residential entities, instead of one flat fee for all.
- Addressed outdated language and terminology in the old ordinance.
- Addresses alarm verified response, eliminating the need for our Emergency Responders having to respond. There will be a 90-second verification response, which will confirm if there is an emergency or is it a false alarm.

A reason that required this ordinance to be revised is that in 2021 there were 657 false alarms which were responded to, and to date in 2022 we have 561 already—false and nuisance alarms in the Township.

As you all know there is a cost associated with responding to these calls. In addition to the dangers both to police, fire and the public during a response.

Additionally, enforcement was not occurring as needed for unpaid invoices.

Currently there are 28 outstanding invoices for a total of approx. \$7500 in service fees. From 1/1 to 6/30/2022 billing cycle 11 invoices for 24 alarm responses, in addition to the initial 33 free responses, for 57 total responses, with service fees in the amount of \$2,900, which equates to \$50/response. So we are not currently covering anything on these responses.

In closing this ordinance is intended to streamline the invoicing and collections, in addition to hopefully reducing the number of false alarms as you can see by the numbers provided by Chief Dorney for the last two years.

In this ordinance the citation fees will be \$100, \$200, \$300, which are the fines used by Judge Hammond. Monies collected from the fines beginning 2023, will be separated between police and fire, whoever's invoice it results from. This ordinance will be effective 1/1/2023, when the fee schedule is amended.

A MOTION was made by Commissioner Wolk, which was seconded by Commissioner Kelly, to grant permission to proceed with advertising. All in favor; none opposed. Vote 4:0, Motion carried.

## 8. **RESOLUTIONS:**

### a. **A Resolution Appointing Dennis Toomey as a Regular Member of the South Whitehall Township Zoning Hearing Board**

Township Manager Tom Petrucci explained there is a primary vacancy on the ZHB. Mr. Toomey has been serving as the alternate. This resolution would give Mr. Toomey the primary role.

A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Kennedy, approving resolution appointing Mr. Toomey as a regular member of the SWT ZHB. All in favor; none opposed. Vote 4:0, motion carried.

### b. **A Resolution of the Board of Commissioners of South Whitehall Township, Lehigh County, Commonwealth of Pennsylvania, Appointing a Chief Administrative Officer for the South Whitehall Township Pension Plans**

Township Manager Tom Petrucci explained this is one of two action items following recommendations from the September 12<sup>th</sup> Pension Committee Meeting. Resolution is necessary due to the Commonwealth of PA and requires that the Township appoint a chief administrative officer for all its pension plans. This will provide a clear record for when the plans are audited by the Commonwealth of PA through the Auditor General's Office.

A MOTION was made by Commissioner Wolk, which was seconded by Commissioner Kennedy, to approve Resolution appointing a Chief Administrative Officer for the SWT Pension Plans. All in favor; none opposed. Vote 4:0, Motion carried.

**c. A Resolution of the Board of Commissioners of South Whitehall Township, Lehigh County, Pennsylvania, Closing Out Community Conservation Partnerships Grant Project BRC-TAG-25-140 (Regarding Kohler Ridge Park Master Plan)**

Mike Kukitz, Parks & Recreation Manager, explained that the Township acquired approximately 30 acres of land, aka Kohler Ridge Park. Upon acquiring land, we looked at doing a Master Plan, which started back in 2020, and have been working on this since that time. Plan partially funded by DCNR. Part of requirement to close out grant said resolution needs to be adopted/uploaded to portal. This is a plan we are looking at in the future to possibly implement. Clarification—this is just a plan. A Master Plan is not a rule book—we are not bound to anything. This is the Kohler Ridge Master Plan/simply a guide. Does not see us looking at this for at least another five years due to Capital Improvements already lined up.

The Board is being asked to close out this phase of work.

A MOTION was made by Commissioner Wolk, which was seconded by Commissioner Kelly, approving above resolution, closing out the Community Conservation Partnerships Grant Project (Regarding Kohler Ridge Park Master Plan. All in favor; none opposed. Vote 4:0, Motion carried.

**d. A Resolution Of The Board Of Commissioners Of South Whitehall Township To Submit An Application To The Pennsylvania Department Of Community And Economic Development 2022 Pennsylvania Gaming Local Share Account-(Lehigh/Northampton Counties) Grant Program To Provide Funding To Be Used For The Purchase Of Municipal Public Works Vehicles**

**e. A Resolution Of The Board Of Commissioners Of South Whitehall Township To Submit An Application To The Pennsylvania Department Of Community And Economic Development 2022 Pennsylvania Gaming Local Share Account-(Lehigh/Northampton Counties) Grant Program To Provide Funding To Be Used For The Purchase Of Municipal Police Vehicles**

Herb Bender, Director of Township Operations, explained that items 8-d & 8-e go together. The Public Works Department is requesting to submit a grant application for two Ford F-350 pickup trucks, with snowplows. This grant has a \$100 Application Fee, which is non-refundable. The grant we will be submitting is for \$122,400.00 to replace two pickup trucks that will no longer pass inspection due to rusting issues.

The Police Department will also be submitting the same grant for three Police Ford Explorers with upfit for a cost of \$170,566.26. We will still have to budget for the equipment for the upfit to these vehicles. This grant also has a \$100 Application Fee, which is non-refundable.

The DCED Grant requires no match.

A MOTION was made by Commissioner Kennedy, which was seconded by Commissioner Kelly, approving 8-D PW Grant Resolution to provide funding to be used for the purchase of Municipal PW vehicles. All in favor; none opposed. Vote 4:0, motion carried.

A MOTION was made by Commissioner Hodges, which was seconded by Commissioner Kelly, approving 8-E PD Grant Resolution to provide funding to be used for the purchase of Municipal PD vehicles. All in favor; none opposed. Vote 4:0, motion carried.

## 9. **MOTIONS:**

### **a. Motion Requesting Permission to Advertise for Request for Proposal (RFP) for HR Professional Consultant and HR Generalist Position**

Township Manager Tom Petrucci explained requesting permission to advertise:

RFP for Professional HR Consulting Services AND posting of availability of HR Generalist Position due to the need for a professional consulting firm or HR employee to handle day-to-day HR-related functions of the Township. The Township will select one of the two above-listed options/not both upon review of the proposals and job applications received. Both position searches will be done in tandem to maximize a successful outcome.

A MOTION was made by Commissioner Wolk, which was seconded by Commissioner Kelly, to approve permission to advertise for RFP for HR Professional Consultant and HR Generalist Position. All in favor; none opposed. Vote 4:0, Motion carried.

### **b. Motion to Approve 2023 Minimum Municipal Obligation (MMO) for the Pension Plans**

Township Manager Tom Petrucci explained he is following up on recommendation from the September 12, 2022, Pension Committee Meeting, and requesting motion to approve following:

- 2023 MMO for Police, PW, and Office Personnel Defined Benefit Pension Plans;
- Approval of 2023 MMO for Non-Uniformed Employees Defined Contribution Pension Plan;
- Resolution appointing the Township Manager as the Chief Administrative Officer of the above-referenced Pension Plans.

The Commonwealth of PA requires public agencies to approve the MMO's for each respective pension plans on or before September 30<sup>th</sup> of each fiscal year.

- MMO for SWT non-uniformed employees defined contribution pension plan, 2023 MMO is \$178,594;
  - MMO for SWT office personnel defined contribution pension plan, 2023 MMO is \$780,104;
  - SWT Police defined contribution pension plan, 2023 MMO is \$1,207,107; and
  - SWT PW Union Employees defined contribution pension plan, 2023 MMO is \$688,557.
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- TOTAL IS \$2,854,362. It is important to note that the Township has not received its state aid allocation amount to use yet. These figures will be offset by state aid.

A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Kennedy, to approve all amounts as presented above by Township Manager Tom Petrucci. All in favor; none opposed. Vote 4:0, motion carried.

**c. Motion Requesting Permission to Proceed with Applying for Fall 2022 DCNR Grant, with Regard to Pavilion #3 Replacement Project**

Mike Kukitz, Parks & Recreation Manager explained that seeking permission to apply for a Fall 2022 DCNR Grant to help offset costs associated with replacing Pavilion #3 and making other site improvements in CBP, including a few parking spaces, which currently do not exist. This would have 50% match.

A MOTION was made by Commissioner Kennedy, which was seconded by Commissioner Kelly, granting permission to proceed with applying for above-mentioned Grant. All in favor; none opposed. Vote 4:0, motion carried.

**d. Motion Requesting Permission to Proceed with the Purchase of Two Water Station Pumps and the Rebuilding of One Water Station Pump**

Herb Bender, Director of Township Operations explained the Jockey Pump at the Hills of Winchester water station plays a critical part in being able to pump water to the top of the Regency Development. We are looking to purchase a back-up pump for \$4,575.00. The Jockey Pump at Eck Rd water station also plays a critical role in pumping water to the northern tier of the township. We are looking to purchase a back-up pump for \$6,150.00. At Springhouse West water Station, we have a pump that is need of being rebuilt and the price for that is \$4,875.00. The total cost for 2 new pumps and to rebuild 1 pump is \$15,600. Budgeted in Water Facilities for \$30,000.

A MOTION was made by Commissioner Wolk, which was seconded by Commissioner Hodges, granting permission to proceed with purchase of two water station pumps and rebuilding of one water station pump as explained by Mr. Bender. All in favor; none opposed. Vote 4:0, Motion carried.

**e. Motion To Proceed with Advertising for Bid Regarding Tilghman Street Sanitary Sewer Line Relocation Project**

Herb Bender, Director of Township Operations explained that PW is requesting permission to advertise a bid for the Tilghman Street relocation of the sanitary line. Currently this line is suspended on the Tilghman Street bridge over the PA Turnpike. Turnpike Authority replacing bridge; re-routing necessary, and will run down the side of Tilghman Street, and connect into UMT line. Project price \$441,798. Possible cost share of 50% with Turnpike Authority. Waiting on their reply back to Township.

To fund this unbudgeted project, PW could decrease amount of cast in place repairs, which would make \$250,000 available, in case the 50% cost share does not occur. Will also budget another \$250,000 in 2023 for this project.

A MOTION was made by Commissioner Kennedy, which was seconded by Commissioner Wolk, granting permission to proceed with advertising bid for Tilghman Street sanitary sewer line relocation project as explained by Mr. Bender. All in favor; none opposed. Vote 4:0, Motion carried.

**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. Public Safety Commission – 1 Vacancy
6. Environmental Advisory Council - 3 Vacancies
7. Zoning Hearing Board – 1 to 3 Alternate Vacancies

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

- Monday, September 26th - Landscape & Shade Tree Commission, 10A
- Wednesday, September 28th - Zoning Hearing Board, 7P
- Monday, October 3rd - Public Safety Commission Meeting, 7P
- Tuesday, October 4th - Park, Recreation, Open Space & Trails (PROT) Plan Public Meeting, 7P

*Applications continue to be accepted. Interviews were conducted yesterday. Results from interviews forthcoming shortly.*

**b. Finance Report – Commissioner Wolk**

Audit, corrective actions – policies, procedures, employee job manuals will include/codify corrective actions for future reference. Tricia Dickert, FN Director will report progress on one of the corrective actions—bank reconciliations.

Herbein – Has prepared an internal controls audit scope of work which has excellent detail. Ms. Dickert will report future progress on this scope of work.

FN Committee – Discussed and resolved that the new fire fund budget structure and allocation will be reviewed and resolved during the budget workshop.

**11. OLD BUSINESS**

**a. Wehr's Dam – Explanation by Herb Bender, Director of Twp. Operations.**

Herb Bender explained, met down there several times. Need to measure the sleuth gate, now we get rain, water going over the top, so can't get measurement. All submittals being put in now—the concrete mixes, cofferdam, etc. Cofferdam will be put in to divert water away so that we can get measurement of sleuth gate in order to get measurement to fabricator. Goal is to get project done this year, but if not, will get done early Spring of next year when sleuth gate is available to Township.

**c. Comprehensive Plan Update - Explanation by Dave Manhardt, Director, Community Development Department**

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Mr. Manhardt explained Workshop held last Tuesday. Reviewed transportation goals, strategies, and implementation, also introduced land-use. Looking for comments from boards on land-use. Presented updated timeline—also looking for comments on this. Once comments received, will be incorporated into plan. Will come back to October meeting with all that incorporated. Started Public Outreach at schools, advertised, and blasted out through social media and email list. This is ramping up the official comment period. When draft is completed, and we enter public comment period, this is where we will push even more and explain what all these implications are. Draft CP being built around all this. Working with Michael Baker and draft looking good.

## **12. DIRECTION/DISCUSSION ITEMS:**

### **a. Open Burning Ordinance - John G. Frantz, CFEI, BCO; Fire Marshal, Building Code Official**

John Frantz explained that this is continuation from last Wednesday's Workshop regarding the open burning regulations contained in the 2018 International Fire Code so that we can get the new version of the Fire Code adopted. Per Board request Mr. Frantz provided via email feedback of Fire Chiefs and PSC to BOC. Additionally, Township Manager Tom Petrucci asked that two items be added to ordinance, which were not discussed—1. A specific repealer of what had been our open burning regulations, which can no longer be enforced because they are in conflict with the 2015 Fire Code; 2. Also, there needs to be verbiage inserted that we cannot burn materials that we recycle. Township Manager Tom Petrucci explained that because we have over 10,000 residents and are a mandated recycling community, under the solid waste and recycling act, Act 101, we need an ordinance which specifically bans the burning of the materials which the Township recycles. The Township recycles all the materials identified in Act 101, so that would need to be included in the ordinance. Mr. Frantz said Ordinance will be re-drafted accordingly.

After discussions with Fire Chiefs and PSC, recreational fires will probably be kept in ordinance, because they are limited in size and not portable. Felt this could be added and comply with safety requirements. Mr. Frantz is looking to move forward with preparation of the adoption of the 2018 International Fire Code, which has gone to our Solicitor's Office, was reviewed and ready for adoption before the concept of open burning was realized, and will now add the above-mentioned items as discussed, and resend back to our Solicitor's office for final review, and which will then be brought back to the BOC for formal adoption. Mr. Frantz said he will be happy to answer any questions/provide additional assistance to BOC as needed.

Resident Kathy Weiss shared her comments with BOC on this matter, her objections relate to—willful burning of materials that emit noxious or toxic gases, and/or particulate smoke that is offensive and dangerous to public health. She has no objections to grilling, fire pits that use propane, or charcoal.

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**13. DEPARTMENT REPORTS:****a. Executive Department – Township Manager Tom Petrucci.**

Since his appointment, main task is to understand policies, procedures, processes, and operating norms as newly appointed Township Manager. Also, to establish working relationships w/BOC, Department Heads, committee members, and all other personnel. Currently working on updating Employee Handbook; HR & Pension Agenda items completed. Working on/with 2023 Budget Team; working with Staff to explore additional Grant opportunities in order to offset costs; worked on personnel restructuring; provide direction on any ongoing projects and initiatives whenever required.

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

- Comprehensive Plan – CDs major focus at this time.
- Sidewalk Deferrals – Working on Public Notice/How we notify property owners.
- Planning Commission – June Meeting, no applications. Therefore CP Workshop held in its place. July Meeting – Allentown Dunkin Drive Through—since pulled. Project no longer to be pursued. August Meeting – Montar Self-Storage came in at corner of Walbert/CC Blvd. Also heard Church Road Potta property (truck repair facility), across from PJs, which was approved. Ridge Farms 1B (west side of CC Blvd.) and reviewed issues they are working through.
- Zoning Hearing Board – No applications June, July, August.
- Landscape, Shade Tree – ongoing review of permits.
- Building Permits – Increase in non-residential additions & alterations primarily due to permits coming in from Ridge Farms Phase 1A, which will keep us busy for foreseeable future.
- Code Enforcement – During summer, Tom Harper deals mainly with high weeds/grass, 45 complaints addressed. 91 total complaints of which 61 taken care of/abated. Tom is good at getting resolution to these complaints.

**c. Fire Departments – Herb Bender, Director of Township Operations.**

- Budget – process laid out for FDs coming into 2023. Each FD will have their own budget.
- Cetronia – Stucco work completed.
- Meeting with MKSD Architects – Meeting tomorrow at Cetronia to get drawings underway for new bathroom.
- Hose Order – Order placed.
- Department Reports – Each Fire Chief will come in and give their own reports in future.

**d. Finance Department – Tricia Dickert, Director**

- Budget Season – Currently in full-swing. FN Team hitting all target dates with this project. This week met with Department Heads to review individual budgets. Goal to have first-round figures in September 29<sup>th</sup>. Meeting Scheduled September 29<sup>th</sup> with ClearGov (The platform being used for budget this year) to go over design options. Goal is October 7<sup>th</sup> for date of deliverables to BOC, which will give Board a little more than one week to review Budget Draft, which will be reviewed in Budget Workshop on the 17<sup>th</sup>.
- Noteworthy Dates – October 17<sup>th</sup> is Budget Workshop; November 2<sup>nd</sup> First Reading; November 16<sup>th</sup> Second Reading; December 21<sup>st</sup> Adoption of Budget.

- Auditing Internal Controls – This scope of work defined by Herbein August 4<sup>th</sup>. Paperwork signed August 30<sup>th</sup>, to get this scope of work underway. Preliminary Request for Information received from Herbein on the 2<sup>nd</sup> of September sent out to FN Staff to get all that information back by Friday of this week, September 23<sup>rd</sup>. As of 3P today, all 120 documents were uploaded to company performing the Internal Audit Controls.

**e. Parks & Recreation Department – Mike Kukitz, Manager**

- Summer Program – Ended strong. 27 Counselors; 375 kids enrolled. 625 enrolled across the entire Park Program.
- Summer Movies, Concerts – All very well attended.
- Fall/Winter Programs – Soccer, Zumba, etc. numbers coming in better than expected.
- Senior Programs – Partnered with PSD for more Senior Programs—Yoga, low-impact aerobics, etc. Looking to start a Twp. Senior group which will meet once a month here for 6 months. Each month a specific guest or theme.
- YTD Program Revenue - \$218,213.50. Pavilion Rentals YTD \$15,532.
- SW Chase Playground – delayed until Spring 2023.
- Jacoby Park & SW Chase Basketball Court – Work started September 14<sup>th</sup>. Completion hopefully end of next week.
- Vistas Park – In design/engineering phase. Preliminary design/cost estimates brought to P&R Board meeting September 12<sup>th</sup>. Will be revisited at October 10<sup>th</sup> Board Meeting.
- Kohler Ridge Plan – Discussed earlier this evening. Thank you for adopting that. Will close out that grant. Will get last of that funding by year end.
- Jordan Creek Greenway – Working with Michael Baker now re-River Road pinch point design.
- Winchester Heights Tennis Courts – working on pricing for this project.
- Signage installed in Covered Bridge Park.
- \$1M TASA Grant which we received – Looking to go out to bid August 2023 (for construction of JCG Project). With 2024 Construction.
- Grant Awarded September 6<sup>th</sup>, in amount of \$98,300 to support the Covered Bridge Park Master Plan Phase C.
- PROT Plan – Public Input process ended August 31<sup>st</sup>. Barry Isett Team using all data collected putting it together. Received almost 800 responses. Tuesday, October 4<sup>th</sup> is last meeting date.
- Fall/Winter Programming – all lined up.
- Newsletter – being printed.
- 2<sup>nd</sup> Annual Fall Fest – October 1<sup>st</sup>
- 2<sup>nd</sup> Annual Twp. Spooktacular - October 21<sup>st</sup>

**f. Public Works Department – Herb Bender, Director of Township Operations**

- Parks – Grass cutting, tree trimming, getting ready for fall baseball grooming fields, in swales dealing with weeds.
- Streets – Patching potholes. Making one more pass on mowing. Some guys in shop setting up equipment for leaf season starting October 10<sup>th</sup>. Will go through township several times. Currently sweeping entire township. Crew currently out repairing inlets. YTD 45 inlets repaired. Goal is 40 done/year.

- MS4 – Updated Ordinance. Completed inspection of all our outfalls. List of work that needs to be done compiled. Streets Dept. to assist with correction of any outfalls.
- Water – Hydrant flushing completed, which is a requirement of DEP. Lead and Copper completed, which was done this year, and required to test every three years. Leak detection being done to get ahead of this before winter. Kmart—issue at this location where roof failed on us. Obtained quotes, roof tarped, to be fixed this year. Eck Road—will be at this location second week of October, replacing that roof in-house. Full Water System Audit with DEP – Completed, with no major violations.
- Sewer – TV-ing MS51. Have completed MS56 this year. Manholes—currently working with USG to bring them in to do some manhole rehab work. Tilghman Street Project—working on locating easements. Jetting lines in area 51 currently to keep sewer lines open.
- Garage – doing routine maintenance to entire fleet. Upfit on new vehicles—finishing up with this now. Mr. Frantz has obtained his new vehicle. Snow supplies—mechanic going over these. Something will be on backorder and delayed. Placing orders now. Hooking up leaf machines shortly to be ready for winter.
- President Kelly, thanked Mr. Bender for all the additional work that was brought back in-house and done by the PW Team, for a huge savings to the Township and thanked him and Staff for an excellent job.

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

- Stats – 2Q22. 3,389 Reports; UCRs 265; Arrests 112
- August 2022 – 1,151 Calls for service. UCRs 83; Arrests 46; Citations/Warnings 36% rate on Citations.
- YTD 2022 – 9,005 Calls for service. UCRs 679; Citations 921. 1,611 Written warnings.
- 1<sup>st</sup> Annual Birdies & Bogeys with the Blue. 8 SWT officers participated with PSD golf team.
- Citizens Police Academy – Starting next Tuesday, with 28 participants.
- LC Police Test – being given on October 1<sup>st</sup>. Can apply online. In need of officers in Lehigh County.
- Working with PSD to train all its Staff on essentially run/hide/fight in the case of an active aggressor situation. First round completed. More schools to work with. Very successful program.
- Vehicles parking on Tilghman Street Bridge – This is a glitch in system with regard to Door Dash and Grub Hub. Additional signage will be put on Bridge. Parking violations will be enforced.
- Chief thanked his staff for their hard work and dedication to Township.

President Kelly thanked Staff in attendance and said it takes a lot of people to keep our Township running and said we are very fortunate to have a dedicated Staff. She asked that this message be taken back to all Staff and thank them for all they do. Following President Kelly's comments, Commissioners Wolk agreed with President Kelly's comments and thanked Staff.

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

- We've had a lot of submissions. 6 plans going through preliminary/final land development process along with 2 sketch plans. 3 plans imminent for construction-almost ready to go. Currently have 10 projects which are under construction. We have been very busy with the Township. Lastly, continue to work closely with PWs reviewing the capital projects as it relates to budgeting for next year.

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

Olivia Marble – Parkland Area Reporter, with WLVR News was in attendance and wanted to introduce herself to the BOC.

**15. 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 4:0.

**16. EXECUTIVE SESSION: None.****17. ADJOURNMENT: At 9:28 p.m. a MOTION was made by Commissioner Kennedy, which was seconded by Commissioner Kelly, to adjourn. All in favor; none opposed.****18. APPROVED: October 5, 2022**

A MOTION was made by Commissioner Kennedy, which was seconded by Commissioner Kelly, to approve the September 21, 2022, BOC Meeting Minutes as presented. All in favor; none opposed. Vote 4:0, motion carried. *(Commissioner Osborne was not at the September 21<sup>st</sup> meeting, so he abstained.)*

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