



## BOARD OF COMMISSIONERS

**PUBLIC MEETING**

**AGENDA-MINUTES**

**November 16, 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 Brad Osborne  
1 Commissioner Vacancy  
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  
Tricia Dickert, Director of Finance  
Glenn Dorney, Chief, PD  
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: November 9<sup>th</sup> and 16<sup>th</sup>.**

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

Steven Werley, of Macungie, Chairperson of Lehigh County Libertarian Party. Subject: He gave a brief introduction regarding a matter that one of his candidates is going to bring before the board this evening and asked that the Board take it seriously. He thanked the Board for their time.

Matthew Schutter, 4346 Schaller Drive, Libertarian Candidate for the 132<sup>nd</sup> Legislative District, State Representative Candidate. Subject: Tuesday, November 15<sup>th</sup>, Incident where SWT PD were called to the SWT 5<sup>th</sup> District Polling Place, Calvary Baptist Church, on Tilghman Street, which occurred between Mr. Tim Benyo and Mr. Schutter. Mr. Schutter said that handicapped people could not vote independently (at this location)—the wheelchairs are too big to fit through the entrance doors—the doors should have been wide open. For the record, Mr. Schutter did say that SWT PD were professional. He said PD should never go to a polling place unless there is an emergency. He said that policy needs to be changed. Lehigh County is being sued.

**5. MINUTES:****a. November 2, 2022 – Board of Commissioners Minutes**

A MOTION was made by Commissioner Hodges, which was seconded by Commissioner Kelly, to approve the November 2, 2022, BOC Minutes as presented. All in favor; none opposed. Vote was 4:0. Motion carried.

**6. PRESENTATIONS:****a. Second Reading of the Proposed 2023 Budget – Tricia Dickert, Director of Finance –**  
This information is also posted on the Township Website.**7. ORDINANCES:****a. Motion to Adopt said Ordinance - An Ordinance Reenacting, Amending, And Restating Chapter 144 Article III (Fire Code) Of The Codified Ordinances Of South Whitehall Township In Its Entirety And Adopting The 2018 Edition Of The International Fire Code With Local Amendments; Providing That State Law Controls Where Requirements Are In Excess Of This Ordinance; And Providing For A Repealer, Continuation And Saving Clause, Severability Clause And Effective Date**

Mr. John Frantz, SWT Fire Marshal/BCO, presented this item. He explained that he is before the Board this evening to hopefully adopt this ordinance which would adopt the 2018 International Fire Code (IFC). This will move SWT from the 2015 IFC to the 2018 IFC, which SWT will now be consistent with the construction ordinances and codes in effect in the Commonwealth of PA. Also, changes to the open burning provisions of the fire code are included.

A MOTION was made by Commissioner Osborne, which was seconded by Commissioner Kelly, to proceed with the adoption of said Ordinance as presented by Mr. Frantz. All in favor; none opposed. Vote 4:0. Motion carried.

**b. Motion to Proceed with Advertising of Said Ordinance - An Ordinance Of The Township Of South Whitehall, County Of Lehigh, And Commonwealth Of Pennsylvania, Amending Part I (“Administrative Legislation”), Chapter 17 (“Boards, Commissions, Councils And Departments”), Article V (“Commission Meetings”) Of The Codified Ordinances Of South Whitehall Township To Designate The Meeting Location And Time For Regular Meetings Of The Board Of Commissioners, And Providing For A Repealer Clause, Severability Clause And Effective Date**

Township Manager Tom Petrucci explained that the draft ordinance essentially confirms the meeting dates and times to make sure our code is consistent with how we currently meet—the first and third Wednesday of the month at 7P, at the municipal building. This just gets us consistent with the First Class Township Code. He is seeking a motion to advertise said ordinance.

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A MOTION was made by Commissioner Osborne, which was seconded by Commissioner Kennedy, to proceed with advertising of said ordinance as explained by Mr. Petrucci. All in favor; none opposed. Vote 4:0. Motion carried.

**c. Motion to Proceed with Advertising of said Ordinance - An Ordinance Of The Township Of South Whitehall, County Of Lehigh, And Commonwealth Of Pennsylvania, Fixing The Property Tax Rate For The Fiscal Year 2023**

Township Manager Tom Petrucci explained that Section 1709(a) of the First Class Township Code, explains that the BOC is required to fix the property rate for the 2023 fiscal year in conjunction with the approval of the 2023 annual budget. Each year the Township must pass an ordinance to adopt the property tax rate. There is no proposed change to the property tax rates for 2023. *(See chart below.)*

<b>Property Tax Name/Purpose</b>	<b>Mills on Each Dollar of Assessed Valuation</b>	<b>Per Hundred Dollars of Assessed Valuation</b>
Tax Rate for General Township Purposes	2.849750	\$0.2849750
Tax Rate for Fire Tax Purposes	.47	\$.047
<b>TOTALS</b>	<b>3.31975</b>	<b>\$0.331975</b>

A MOTION was made by Commissioner Kennedy, which was seconded by Commissioner Kelly, to proceed with advertising of said ordinance as explained by Mr. Petrucci. All in favor. None opposed. Vote 4:0. Motion carried.

**d. For Discussion, followed by Motion to Proceed with Advertising of said Ordinance, and Motion to send to LVPC - An Ordinance Amending The South Whitehall Township Zoning Ordinance By Deleting Section 350-48(N)(2) No-Impact Home-Based Business, Creating New Sections 350-48(H)(5) Home-Based Business, No-Impact And 350-48(H)(4) Home-Based Business, Low-Impact, Renumbering Existing Section 350-48(N)(3) Nursing Home To Section 350-48(N)(2), Renumbering Existing Sections 350-48(H)(4) Through (H)(6) To 350-48(H)(6) Through (H)(8) To Accommodate The New Sections 350-48(H)(4) And (H)(5), Correct All Impacted Links Within The Zoning Ordinance; And, Providing For A Severability Clause, Retention Of Rights To Enforce Clause, A Repealer Clause, And An Effective Date.**

Gregg Adams, Planner, for the SWT Community Development Department, presented this item. He explained that this is No-Impact/Low-Impact Home-Based Business, which was before the PC three times last year—the third time PC recommended for approval. Came before BOC September 15, 2021, meeting, where there were comments, followed by it being tabled. It came back at the October 19, 2022, BOC meeting. This was reviewed by Township Solicitor—out of that review it was explained that there is not legal support for terminating a special exception approval—it should run with the use of the land. Gregg explained this further by saying, if a person goes before the ZHB and gets as special exception, and then sells their property at some point, the next person—or subsequent owner of the property, can operate that home-based business as long as they comply exactly with the conditions of

approval that the ZHB placed on it. It would have to be the same type of business, operating under exactly the same conditions as the original was. If there are any new changes the new owner would want to make, they would have to go back to the ZHB for another review and special exception approval. This is the only change/clarification that has been made since last month. Otherwise, both amendments of the No-Impact Home-based business and the Low-Impact Home-based business are otherwise identical.

Gregg explained, if there is a special exception approval for a particular property, this is filed in the property file, so as to maintain a record of any/all ZHB decisions related to that property. Practically speaking, if someone comes in and wants to run a home-based business, they would contact the Township—they would need a Business Privilege License for this address to operate. Research would then be done for the particular address, showing history of said address, including any special exception conditions for this property.

A MOTION was made by Commissioner Osborne, which was seconded by Commissioner Kennedy, to hold off on advertising, in order to first send said ordinance to the Lehigh Valley Planning Commission for their review/comment. (We are required to get a 30-day review by the LVPC, and we are obligated to wait the full 30 days.) All in favor; none opposed. Vote 4:0. Motion carried.

## 8. **RESOLUTIONS:**

### a. **A Resolution Amending Resolution 2020-18, Which Granted Conditional Preliminary/Final Approval To A Major Subdivision Plan Entitled “KRE Spring View Commercial II,” Extending Conditional Approval A Further \_\_\_ Days**

Gregg Adams, Planner w/CDD, explained that six weeks ago, applicant was before BOC for a further extension for approval of their project. A 45-day extension was granted at that time—expiration date is November 19<sup>th</sup>. Applicant is back again this evening to give an update and possibly be asking for another extension. The Board will need to determine the number days of said extension, if one is granted. And, if approved, before resolution is signed, Applicant will need to sign the Acceptance of Conditions.

Noah Chrismer, of The KRE Group, explained that if they ask for an extension it will be with a very specific condition. Mr. Chrismer said that if the BOC is inclined to take the PSC recommendation—not being comfortable with the left-out of the Broadway driveway. If the BOC desires to stick with this recommendation by the PSC, Mr. Chrismer explained that they will not be able to satisfy that condition of our plan. What he would ask, if that is the BOC’s prerogative, he would ask for a short-term extension, so that under the very specific condition, that we amend the plan to disallow lefts going out of the Broadway driveway, and come back to you (BOC) with that plan. This is what we are here for tonight.

Attorney Zator said a new resolution will be needed from the BOC because of the changes to the plan. He would defer to Staff and the BOC, in that do you want this to go back to the PC or not? Legally it is not required. Mr. Chrismer explained that he feels they can satisfy all the other conditions of the plan as approved, so would hope that they would not have to start the process all over. What they would be bringing to the Board at the next meeting is

the exact same plan, just with a restriction on a left turn out of the driveway, which we understand to be the PSC's primary, and only objection to the plan. This is the only objection of the PSC—the left turn out of the driveway, onto Broadway. Attorney Zator clarified by explaining—they are asking for an extension of time in order to work through things with the township and come back to the Board for a vote that does not rely on the waiver that cannot be satisfied. Dave Manhardt said this is a plan amendment, and we will have to work through this process, and would therefore suggest a longer duration extension should the Board so choose. Mr. Chrismer explained that they will not burden Boards or Professional staff with changes other than restricting the left-hand turn or what they might also see in the plan. Dave Manhardt said he feels at least six months is needed.

Township Solicitor, Township Engineer, and Township Manager were all in agreement with the recommendation of a six-month extension, and that it is a reasonable approach, as long as it goes through the proper channels.

Signed Conditions of Approval were given to Mr. Adams.

A MOTION was made by Commissioner Kennedy, which was seconded by Commissioner Kelly, approving resolution which amends Resolution 2020-18, which granted conditional preliminary-final approval to a major subdivision plan—KRE Spring View Commercial II, extending conditional approval a further 180 days, expiration of May 16, 2023. All in favor; none opposed. Vote 4:0. Motion carried.

**b. A Resolution Of The Board Of Commissioners Of South Whitehall Township, Lehigh County, Pennsylvania, Appointing Township Manager Thomas R. Petrucci To Serve As The Delegate Of South Whitehall Township On The Lehigh County Tax Collection Committee (TCC) For The Township**

Township Manager Tom Petrucci explained that this resolution is required since SWT does not have an official designated as the delegate of the Lehigh Tax Collection Committee, which is an agency created under the requirements of the PA Act 32 of 2008, which has the sole purpose of administering and collecting earned income tax from all employers and residents in the Lehigh Tax Collection District. The delegate to the TCC shall represent SWT's interests when voting on behalf of the Township for matters before the TCC. This Board meets twice a year.

A MOTION was made by Commissioner Kennedy, which was seconded by Commissioner Kelly, approving resolution appointing Township Manager Thomas R. Petrucci to serve as the delegate of SWT on the Lehigh County Tax Collection Committee (TCC) for the Township. All in favor; none opposed. Vote 4:0. Motion carried.

**c. A Resolution Appointing \_\_\_ to the South Whitehall Township Green Advisory Council**

President Kelly explained that the BOC did hold more interviews recently. At this time President Kelly opened up the floor for nominations to the GAC. President Kelly nominated Derek Pinkham. Commissioner Hodges seconded this nomination. All in favor; none opposed. Vote 4:0. Motion carried.

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**d. A Resolution Appointing \_\_\_ to the South Whitehall Township Public Safety Commission**

President Kelly opened up the floor for nominations to the PSC. Commissioner Hodges nominated Chris Peischl, and Commissioner Kennedy seconded this nomination. All in favor; none opposed. Vote 4:0. Motion carried.

**e. A Resolution Of The Board Of Commissioners Of South Whitehall Township To Authorize The Transfer Of Unencumbered Moneys From One Township Account To Another Account Within The 2022 Approved South Whitehall Township General Fund Budget**

Township Manager Tom Petrucci explained that this is a clerical issue, not budgetary. It is budget neutral. It was not categorized correctly last year in the budget. \$63,000 needs to be transferred from line item 01430101/40117 to line item 01430001/40117 (currently \$0.00).

A MOTION was made by Commissioner Osborne, which was seconded by Commissioner Kennedy, approving Resolution Authorizing said transfer as explained by Mr. Petrucci. All in favor; none opposed. Vote 4:0. Motion carried.

**f. A Resolution Of The Board Of Commissioners Of South Whitehall Township, Lehigh County, Pennsylvania Approving The Township's Acquisition of a 0.025 Acre Portion of Land Owned By Norfolk Southern Railway Company And Authorizing And Directing All Necessary And Appropriate Action To Accomplish The Acquisition, Including Execution And Delivery Of Documents In Connection With Closing And The Payment Of Any Required Sums**

Township Manager Tom Petrucci explained that the resolution transfers 0.025 Acres from Norfolk Southern Railway to SWT—the Township is not paying the costs of this, but the developer. This is in reference to the Crackersport Road and Eck Road Warehouses approval, which was approved via Resolution 2019-29, June 5, 2019. One of the conditions agreed to by the developer was to pursue with Norfolk Southern Railway the construction of full frontage improvements along Eck Road across the Norfolk Southern railroad crossing, including road widening and pedestrian connectivity, for pedestrian and vehicular safety, which was a requirement for approval of the major plan. There is about 50 linear feet of sidewalk improvements still to be completed and the Township must now acquire this portion of the property of NSRC to allow for this to happen. Appraisal was done, paid by developer. The resolution allows for the acquisition of the property to go through. This is a requirement of the 1<sup>st</sup> Class Township Code that this be approved by the BOC. The developer would then be allowed to proceed with the sidewalk improvements.

A MOTION was made by Commissioner Hodges, which was seconded by Commissioner Kennedy to approve said resolution. All in favor; none opposed. Vote 4:0 Motion carried.

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**g. A Resolution Of The Board Of Commissioners Of South Whitehall Township Authorizing The Execution Of A Traffic Signal Easement Agreement With Ridgeview Corporate Park LCC Providing For The Granting Of A Perpetual Easement To South Whitehall Township For The Purposes Of Accessing, Maintaining, And Replacing Traffic Control Devices, Signage And Related Equipment**

Township Manager Tom Petrucci explained that The Highway Occupancy Permit for the Crackersport Road and Eck Road Warehouses development required the installation of traffic improvements, including, but not limited to, a traffic signal timing loop to be installed for the project. During the construction of the timing loop, a portion of it was installed at the 1390 Ridgeview Drive location. As a result, an easement is now required in order to allow the Township to maintain the traffic signal timing loop. Mr. Petrucci reviewed the need for the easement with Attorney Gregg Feinberg, who represents Ridgeview Corporate Park LLC, which is the owner of the property. The Traffic Signal Easement Agreement was then prepared by Township Solicitor's Office, Attorney Alderfer of Zator Law; it was then subsequently determined to be acceptable to Attorney Feinberg following his review. The Traffic Signal Easement Agreement is now ready to be approved by the Board of Commissioners (with the Township Manager executing on behalf of the governing body).

A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Kennedy, approving said resolution as explained by Mr. Petrucci. All in favor; none opposed. Vote 4:0. Motion carried.

**h. A Resolution Approving Sewer Planning Module, Related to the 309 Tilghman Street Interchange Project, at 4401 Broadway**

Mike Elias, PW Utility & MSR Coordinator, explained that the SR 0309-12M project involves the widening and reconstruction of SR 0309 from the SR 0078 interchange to the SR 0022 interchange. This includes structure replacements as well as reconstructing a portion of Broadway. The widening along SR 0309 resulted in an impact to the septic system drain field for the property located at 4401 Broadway Street in Allentown. To mitigate this impact, it is proposed to abandon the existing private septic system and connect this property to the public sewer line along Broadway. The existing public sewer line begins just west of this property so it would need to be extended approximately 150 feet to the east. The request for additional flow is for 1 EDU or 223GPD of sewer allocation. The majority of the cost for this extension will be covered by PennDOT.

A MOTION to approved said resolution was made by Commissioner Kennedy, and seconded by Commissioner Kelly. All in favor; None opposed. Vote 4:0. Motion carried.

**9. MOTIONS:**

**a. Eck Road Outdoor Storage – Zoning Hearing Board, November 30, 2022**

Gregg Adams, Planner, CDC, said this is related to a project that the PC has already seen once. Triple Net Investments CI, LLC submitted a sketch plan to develop the property at 1429 Eck Road. They are proposing a 79 trailer space outdoor storage area, w/8-space parking

area, w/guard shack. PC reviewed on September 15<sup>th</sup>. PC made some comments, as well as two neighbors. Comments re-buffering, noise, lighting, traffic. The outdoor storage is a special exception approval requirement. Plan was submitted to the ZHB for a special exception approval and some variances. In the interim, they took the PC's comments, amended the plan, and then resubmitted a plan to both the PC and ZHB. ZHB scheduled to see this plan November 30<sup>th</sup>. PC scheduled to see this plan in December. Taking comments generated at the PC, w/the revised plan; a number of items were addressed, but staff still feels there are some significant items w/regard to buffering, noise lighting, traffic. At this point, Staff has no tool to get these comments before the ZHB, while they consider the special exception approval and any reasonable condition that may be attached. This request of the BOC is to either send Staff, the alternate Township Solicitor, or both to the ZHB to present Staff's list of comments, specifically to this special exception approval.

A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Kennedy, to direct staff to attend the ZHB on November 30<sup>th</sup>, and granting permission for alternate Township Solicitor, and any experts the alternate Township Solicitor may require, to also attend. All in favor; none opposed. Vote 4:0. Motion carried.

## **10. CORRESPONDENCE AND INFORMATION ITEMS:**

### **a. Boards and Commissions – Informational Items/Vacancies and Upcoming Meeting Dates**

#### **CURRENT VACANCIES ON BOARDS/COMMISSIONS:**

1. Civil Service Commission - 1 Alternate Vacancy
2. Landscape Shade Tree Commission - 1 Vacancy
3. Environmental Advisory Council - 3 Vacancies
4. Zoning Hearing Board - 3 Alternate Vacancies

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

- Thursday, November 17, 2022 - Planning Commission, 7:30P
- Monday, November 21, 2022 - Landscape, Shade, Tree Commission, 10A
- Monday, November 21, 2022 - Green Advisory Council, 6P
- Monday, November 21, 2022 - Special Board of Commissioners Meeting - Interviews of Candidates for Vacant Seat on BOC, 6P
- Tuesday, November 22, 2022 - IF NEEDED, Special Board of Commissioners Meeting - Interviews of Candidates for Vacant Seat on BOC, 6P
- Thursday, November 24, 2022 - Thanksgiving - OFFICES CLOSED
- Friday, November 25, 2022 - Thanksgiving Holiday - OFFICES CLOSED
- Monday, November 26, 2022 - Zoning Hearing Board, 7P
- Wednesday, November 30, 2022 - Special Board of Commissioners Meeting. To discuss and possibly appoint an individual to fill the Board of Commissioners Vacancy, 6P

## **11. OLD BUSINESS**

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

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Herb Bender explained, we are making progress down at Wehrs Dam, but have run into some issues. We have figured out repair area #1 which is going to be started tomorrow—getting rebar in order to make this repair. Repair #2 on the dam has been submitted to PA DEP for approval. Had to make some changes there due to some issues encountered to the sluice gate. Looking at a different option of a sluice gate. Waiting to hear back from PA DEP with their response—should hear back shortly to see if they are OK with this option we are proposing.

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

Dave Manhardt explained, we had our November Workshop Meeting—a lot of discussion around land use, particularly the idea of a neighborhood corridor. Comments taken and currently incorporating and adding some language to the neighborhood residential, so we can clarify the intent with that. Will be presenting and discussing that in more detail at tomorrow evening's PC meeting. Also have the December 13<sup>th</sup> CP Workshop Meeting, where we are hoping to review and finalize the implementation items; currently soliciting comments from the boards on implementation items. We will review changes more in depth for the land use. Hope to get through all of that. There is a PC Meeting December 15<sup>th</sup>, where we can start looking at opening up for Public comment.

**12. DIRECTION/DISCUSSION ITEMS:**

**a. Review of Copier, Scanner, Printer Equipment, and Services Proposals Received**

Township Manager Tom Petrucci explained that Donna Zackeru compiled the tabulation for the copier/printer contract. The Township uses Costars, but also solicits proposals to ensure that we are utilizing the most cost-effective option to the Township. SWT will be entering into a contact with Fraser Advanced Information Systems for a copier lease. This copier will replace the Xerox copier currently in place and at lease end. The current machine has a c/z folder, which is no longer needed or used. With this feature not factored into a new lease, the price of the lease payment has decreased considerably. The Township currently pays \$719.96/month, and with the new lease, the Township will now pay \$415.00/month. We've received seven (7) proposals from copier suppliers and found Fraser proposed copier to be comparable to the current machine and would serve the needs of the end user. The proposals received ranged from \$341.00 to \$552.00 per month lease payment. The Township also recognizes our experience with Fraser's excellent service and have always received a professional, prompt response to our needs when machines have issues.

A MOTION was made by Commissioner Hodges, which was seconded by Commissioner Kennedy, to proceed with the proposal for Fraser. All in favor; none opposed. Vote 4:0. Motion carried.

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**b. Recommendation by Township Staff: Keycodes Inspection Agency & Barry Isett & Associates**

Township Manager Tom Petrucci explained that the BOC reviewed proposed increases to third-party inspection fees for 2023 on 11/2/2022 (Barry Isett) and on 10/19/22 (KeyCodes). It is important to note that any third-party fees are charged directly to applicants and Township charges Administrative fees (\$50 application and \$50 issuance for most permits). At this point, Staff's recommendation is to continue the appointments for 2023: KeyCodes Primary Non-Residential Inspectors, Alternate Residential Inspectors and Barry Isett Primary Residential Inspectors and Alternate Non-Residential Inspectors. Should the Board wish to explore alternatives, it is recommended that the Township prepare an RFP for third party inspection agencies in 2023, for 2024 appointment. This would provide ample opportunity to explore and compare alternative inspection agencies. Township Manager Tom Petrucci said that we do not have sufficient time to do this between now and the end of the year to explore and compare alternative inspection agencies. Keycodes was approximately a 20% increase, and Barry Isett was slightly less than that—both have increases. Mr. Petrucci feels we would have to start compiling the RFP, drafting the document, early 1Q23, and then roll it out 2Q23. Tom will also research when/if an RFP was previously done for these professionals.

**c. Water, Sewer, Refuse Zero Balance Billing – Remediation Options – Tricia Dickert, Director of Finance**

Tricia Dickert, Director of Finance, explained that when a resident/taxpayer pays an amount more than what has been billed, future bill runs produce invoices that indicate there is "No Payment Due" and show the balance due as zero OR list the amount of the remaining credit. The goal is to discuss alternatives and the pros and cons associated with these options.

While taxpayers occasionally overpay their water and sewer invoices, rolling a credit forward, the bulk of this issue is with the annual Refuse fee. The current refuse fee is \$380.00 per unit annually payable in equal quarterly installments billed January, April, July, and October. Despite what was billed, some property owners elect to pay the entire amount in full before a subsequent bill run. When that prepay happens, they receive an invoice like the one attached for as many bills runs that remain in the annual cycle.

We estimate there are approximately 2,050 bills (for an estimated 500 properties) during an entire year that are labeled "No Payment Due". The postage cost associated with this is about \$1,230.00 (plus whatever ancillary costs exist from printing the bills and prepping them for mail).

Ultimate Question: With postage rates on the rise (currently \$0.60 per) do we want to continue sending these?

Ms. Dickert offered three options as follows to explore. They are as follows:

1. Turn off all zero balance bills
  2. Maintain status quo and push paperless billing
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3. Bill Refuse one time per year, with a mid-year due date, and a balance due notice in Q4.  
Ms. Dickert explained that ideally, it would be best if people paid electronically.

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 Kelly, which was seconded by Commissioner Kennedy, to approve the payment of all invoices. All in favor; none opposed. Motion carried. Vote 4:0.

15. **EXECUTIVE SESSION: None.**

16. **ADJOURNMENT: At 8:57 p.m. President Kelly made a motion to adjourn. All in favor; none opposed.**

17. **APPROVED: December 7, 2022**

A MOTION was made by Commissioner Kennedy, which was seconded by Commissioner Hodges, to approve the November 16, 2022, BOC Meeting Minutes as presented. All in favor; none opposed. Vote was 4:0. Motion carried. *(Commissioner Roth abstained because he was not yet a member of the BOC.)*

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