

**Wednesday, January 4, 2023  
Board of Commissioners**

**Public Meeting Room, 7:00 p.m.  
South Whitehall Township Building  
4444 Walbert Avenue  
Allentown, PA 18104**

**1. CALL TO ORDER**

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**2. PLEDGE OF ALLEGIANCE**

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**3. ANNOUNCEMENTS**

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- 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:

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

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**5. MINUTES**

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- A. December 21, 2022 - Board of Commissioners Meeting Minutes

**6. PRESENTATIONS**

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- A. New Employee - Introduction of Matthew Miller, PW Group Leader

**7. ORDINANCES**

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- A. Direction/Discussion of Said Ordinance, followed by Motion to Advertise - 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 II ("Park And Recreation Board") Of The Codified Ordinances Of South Whitehall Township To Amend And Restate In Its Entirety The Park And Recreation Board Ordinance Of South Whitehall Township, And Providing For A Repealer Clause, Severability Clause And Effective Date

**8. RESOLUTIONS**

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- A. A Resolution Amending Resolution No. 2022-69 Designating Depositories for Township Funds
- B. Resolutions for all Professional Services Firms - Motion to Extend all Professional Services Firms to Serve at the Pleasure of the Board of Commissioners for an Unspecified Contract Term
- C. A Resolution To Amend The Fee Schedule For Administrative Fees, Nonresidential Building Fees, Non-Residential Electrical Fees, Non-Residential Plumbing Fees, Residential Building Fees, Residential Electrical Fees, Residential Plumbing Fees, Other Permit Fees, Public Works Fees, Police Department Fees, Subdivision Or Land Development Fees And Nonsubdivision Or Land Development Fees; And To Provide For A General Repealer, Severability Clause And Effective Date
- D. A Resolution Affixing Compensation of Emergency Management Coordinator for South Whitehall Township
- E. A Resolution Appointing Keycodes Inspection Agency as a Temporary Code Enforcement Officer for South Whitehall Township

F. Direction/Discussion - A Resolution of the Board of Commissioners of South Whitehall Township to Adopt a Formal Policy Entitled "South Whitehall Township Appointment Policy for Advisory Boards, Committees, Commissions and Councils"

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**9. MOTIONS**

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**10. CORRESPONDENCE AND INFORMATION ITEMS**

- A. Current Vacancies on Boards/Commissions AND Upcoming Meetings
- B. Public Notice - South Whitehall Township 2023 Meeting Schedules

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**11. OLD BUSINESS**

- A. Wehrs Dam - Explanation by Herb Bender, Director of Twp. Operations
- B. Comprehensive Plan Update - Explanation by Dave Manhardt, Director, Community Development Department

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**12. DIRECTION/DISCUSSION ITEMS**

- A. Budget and Finance Committee - Filling of Former Commissioner Michael Wolk's Vacancy

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

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

- A. Invoices and Disbursements

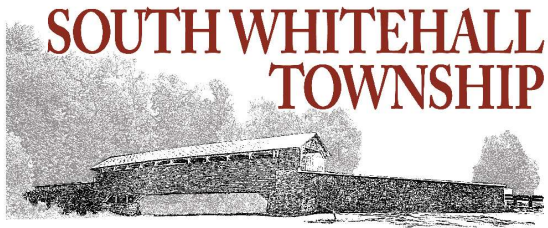
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**15. EXECUTIVE SESSION**

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**16. ADJOURNMENT**

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**MEMORANDUM FOR  
AGENDA ITEMS**

<b>TO:</b>	Board of Commissioners
<b>FROM:</b>	Tom Petrucci, Township Manager
<b>DATE:</b>	January 4, 2023
<b>SUBJECT:</b>	Park and Recreation Board Ordinance Amendment
<b>COPY TO:</b>	H. Bender; D. Manhardt; G. Adams; T. Fehnel

- **Action Requested:**

Direction/Discussion, followed by a motion to remit the enclosed draft to the Township Solicitor for a legal review and advertise the draft ordinance (following approval by Township Solicitor and no substantive revisions are required), if deemed appropriate by the Board of Commissioners.

- **Background Information:**

The First Class Township Code reads as follows:

*Section 3010. Composition of Park or Recreation Boards.—*

- (a) *Park or recreation boards, when established, shall consist of five or seven persons who are residents of or property owners in the township and shall be appointed by the board of commissioners.*
- (b) *The members of the park or recreation board shall serve for terms of five years or until their successors are appointed, except that the members of the board first appointed shall be appointed for staggered terms so that the terms of no more than two members shall expire annually thereafter.*

The existing South Whitehall Township Code at Section 17-11 currently reads as follows:

*The Park and Recreation Board shall consist of seven members, two of whom shall be appointed by the Parkland School Board from either its Board or faculty. Parkland School District Board and faculty members shall be confirmed by the Township of South Whitehall Board of Commissioners. The remaining members of the Board shall be appointed by the Board of Commissioners of the Township of South Whitehall. The members of the Board shall serve for terms of four years or until their successors are appointed by the Township of South Whitehall Board of Commissioners. Members of such Board shall serve without pay. All persons so appointed shall serve their full terms unless they shall voluntarily resign or be removed by the Township of South Whitehall Board of Commissioners for malfeasance or nonfeasance of duty. Vacancies in such*

*Board, occurring otherwise than by expiration of terms, shall be filled for an unexpired term in the same manner as the original appointment.*

The current Park and Recreation Board is comprised of the following members:

<b>Member Name</b>	<b>Term Expiration*</b>	<b>Term Length</b>
Mark Ackerman	May, 2018	4 Years
William Glose	April, 2016	4 Years
Katrina Idelman	June, 2018	4 Years
Vacant	October, 2026	4 Years
Keisha Champagne	July, 2022	4 Years
Jessica Beller	September, 2025	4 Years
Terry Horn	September, 2025	4 Years

*\* Appointment resolutions are currently worded as such that the appointee may serve until such time that a successor is appointed.*

In order to align the composition of the Recreation Board with First Class Township Code requirements, it is suggested to restructure the current membership (with the terms staggered). An example for demonstrative purposes is provided as follows:

<b>Member Name</b>	<b>Reappointment Date (Tentative)</b>	<b>Term Expiration- Revised</b>	<b>Term Length</b>
Expired Term #1	January, 2023	December, 2027	5 Years
Expired Term #2	January, 2023	December, 2026	4 Years
Expired Term #3	January, 2023	December, 2027	5 Years
Vacant	N/A	December, 2026	4 Years
Expired Term #4	January, 2023	December, 2024	2 Years
Jessica Beller	N/A	December, 2025	4 Years
Terry Horn	N/A	December, 2025	4 Years

In the above-referenced scenario, the terms have been staggered so that no more than two (2) members will expire annually thereafter. Appointment/reappointment resolutions will be required, as applicable. The Board could ostensibly decide to conduct interviews for the positions, if the governing was so inclined.

It is also recommended that the appointments should run on a full calendar year basis. For example, an appointment made in January, 2023 for a five (5) year term would run through to the end of December, 2027. In this specific example, the Board of Commissioners would then have the option to reappoint a successor to the position on or about January, 2028.

It is important to note that the Board of Commissioners has the exclusive authority to appoint members to the Park and Recreation Board. Two members of the Parkland School District may serve on the Park and Recreation Board, if the Board deems it necessary and appropriate; however, the appointments must be made by the Board of Commissioners- the Parkland School Board.

During the Wednesday, December 7, 2022 Board of Commissioners meeting, the Board of Commissioners had directed the Township Manager to revise the draft ordinance in order to clarify the duties and responsibilities of the Park and Recreation Board. In order to clarify the advisory role of the Park and Recreation Board, suggested revisions to §17-10 of the existing Park and Recreation Board Ordinance are provided as follows:

**§ 17-10. Jurisdiction; Duties and Responsibilities.**

*The jurisdiction of the Park and Recreation Board shall be limited to making recommendations to the Commissioners, since the operation and administration of the park and recreation facilities and programs shall be under the exclusive control of the Township Manager pursuant to Chapter 50, Article I, as amended.*

*In its advisory capacity, the powers and duties of the Park and Recreation Board shall be as follows:*

- a. Advise the Board of Commissioners and Township Manager on public policy matters relating to the acquisition, development, organization, scheduling, maintenance, and operation of all park and recreational areas and associated facilities within South Whitehall Township.*
- b. Conduct periodic reviews of the existing recreational program of South Whitehall Township in relation to the needs and desires of the citizens of South Whitehall Township.*
- c. Study and report to the Board of Commissioners and Township Manager on the feasibility of proposed recreational programs to be conducted by the Township or jointly by the Township and the school district or other municipalities.*
- d. The Park and Recreation Board shall make full and complete analyses, studies, and reports to the Board of Commissioners and/or the Township Manager at such times as may be designated or requested by the Board of Commissioners and/or the Township Manager, which in the judgment of the Board of Commissioners and/or the Township Manager, will aid in effectuating the general purposes of the recreational program.*
- e. No later than November 1st of each calendar/fiscal year, the Park and Recreation Manager shall prepare a summary annual report of all activities and milestone accomplishments of the recreational program of South Whitehall Township. This report shall be reviewed by the Park and Recreation Board prior to being forwarded to the Board of Commissioners and Township Manager no later than December 15th of each calendar/fiscal year.*

A red-lined version of the substantive revisions to §17-10 is provided for reference below.

In its advisory capacity, the powers and duties of the Park and Recreation Board shall ~~consult with the Planning Commission and Township Manager in order to provide the~~ be as follows:

- a. Advise the Board of Commissioners ~~with recommendations for the~~ and Township Manager on public policy matters relating to the acquisition, development of, organization, scheduling, maintenance, and operation of all park and recreational areas and associated facilities; ~~study within South Whitehall Township.~~
- b. Conduct periodic reviews of the existing recreational program of South Whitehall Township in relation to the needs and desires of the citizens of South Whitehall Township.
- c. Study and report to the Board of Commissioners and Township Manager on the feasibility of proposed recreational programs to be conducted by the Township or jointly by the Township and the school district; ~~make such studies or reports as the Board deems advisable for park and recreational facilities or activities which will be beneficial to the health, safety, morals and general welfare of~~

~~the residents of the Township. In addition, the Board shall file an annual written report making specific recommendations to the Commissioners regarding the establishment and improvement of park and recreational facilities; the facilities needed to equip, operate and maintain existing and proposed parks and recreation areas; and the personnel, including play leaders, recreation directors, supervisors, superintendents or any other officers or employees which the Board deems proper to administer the park and recreation facilities. A separate annual report shall be filed with the Township Commissioners setting forth an analysis of the existing community recreation and park areas, facilities and leadership, with particular reference to the extent and adequacy of the program and its effectiveness in view of the public expenditure involved and the public needs to be met. or other municipalities.~~

d. The Park and Recreation Board shall make full and complete analyses, studies, and reports to the Board of Commissioners and/or the Township Manager at such times as may be designated or requested by the Board of Commissioners and/or the Township Manager, which in the judgment of the Board of Commissioners and/or the Township Manager, will aid in effectuating the general purposes of the recreational program.

e. No later than November 1st of each calendar/fiscal year, the Park and Recreation Manager shall prepare a summary annual report of all activities and milestone accomplishments of the recreational program of South Whitehall Township. This report shall be reviewed by the Park and Recreation Board prior to being forwarded to the Board of Commissioners and Township Manager no later than December 15th of each calendar/fiscal year.

A draft ordinance aligned with the procedures set forth in the First Class Township Code and incorporating the above-described revisions is enclosed for reference.

- **Budget Line Item(s) (if applicable):** *Please indicate approved budget amount for specified project(s).*

N/A

Enclosure (as noted)

**TOWNSHIP OF SOUTH WHITEHALL  
LEHIGH COUNTY, PENNSYLVANIA**

**ORDINANCE NO. \_\_\_\_**

**(Duly Adopted \_\_\_\_\_, 2023)**

**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 II (“PARK AND RECREATION BOARD”) OF THE CODIFIED ORDINANCES OF SOUTH WHITEHALL TOWNSHIP TO AMEND AND RESTATE IN ITS ENTIRETY THE PARK AND RECREATION BOARD ORDINANCE OF SOUTH WHITEHALL TOWNSHIP, AND PROVIDING FOR A REPEALER CLAUSE, SEVERABILITY CLAUSE AND EFFECTIVE DATE**

**WHEREAS**, Article XXX, Section 3009 et seq., of the First Class Township Code, P.L. 1955, No. 569, as amended, establishes the authority of the Board of Commissioners to create a Park and Recreation Board; and

**WHEREAS**, pursuant to Section 3010 of the First Class Township Code, park or recreation boards, when established, shall consist of five or seven persons who are residents of or property owners in the township and shall be appointed by the Board of Commissioners; and

**WHEREAS**, the members of park or recreation boards shall serve for terms of five years or until their successors are appointed, except that the members of the board first appointed shall be appointed for staggered terms so that the terms of no more than two members shall expire annually thereafter.

**NOW, THEREFORE, BE IT ENACTED AND ORDAINED** by the Board of Commissioners of South Whitehall Township, as follows:

**SECTION I – AMENDMENT TO PART I (“ADMINISTRATIVE LEGISLATION”), CHAPTER 17 (“BOARDS, COMMISSIONS, COUNCILS AND DEPARTMENTS”), ARTICLE II (“PARK AND RECREATION BOARD”) OF THE CODIFIED ORDINANCES OF SOUTH WHITEHALL TOWNSHIP**

Part I (“Administrative Legislation”), Chapter 17 (“Boards, Commissions, Councils and Departments”), Article II (“Park and Recreation Board”) of the Codified Ordinances of South Whitehall Township (§ 17-9 to 17-13) is hereby amended (revised) in its entirety to read as follows:

**§ 17-9. Creation of Board.**

The Board of Commissioners of South Whitehall Township hereby confirm the establishment of the "Park and Recreation Board."

## **§ 17-10. Jurisdiction; Duties and Responsibilities.**

The jurisdiction of the Park and Recreation Board shall be limited to making recommendations to the Commissioners, since the operation and administration of the park and recreation facilities and programs shall be under the exclusive control of the Township Manager pursuant to Chapter 50, Article I, as amended.

In its advisory capacity, the powers and duties of the Park and Recreation Board shall be as follows:

- a. Advise the Board of Commissioners and Township Manager on public policy matters relating to the acquisition, development, organization, scheduling, maintenance, and operation of all park and recreational areas and associated facilities within South Whitehall Township.
- b. Conduct periodic reviews of the existing recreational program of South Whitehall Township in relation to the needs and desires of the citizens of South Whitehall Township.
- c. Study and report to the Board of Commissioners and Township Manager on the feasibility of proposed recreational programs to be conducted by the Township or jointly by the Township and the school district or other municipalities.
- d. The Park and Recreation Board shall make full and complete analyses, studies, and reports to the Board of Commissioners and/or the Township Manager at such times as may be designated or requested by the Board of Commissioners and/or the Township Manager, which in the judgment of the Board of Commissioners and/or the Township Manager, will aid in effectuating the general purposes of the recreational program.
- e. No later than November 1<sup>st</sup> of each calendar/fiscal year, the Park and Recreation Manager shall prepare a summary annual report of all activities and milestone accomplishments of the recreational program of South Whitehall Township. This report shall be reviewed by the Park and Recreation Board prior to being forwarded to the Board of Commissioners and Township Manager no later than December 15<sup>th</sup> of each calendar/fiscal year.

## **§ 17-11. Membership.**

The Park and Recreation Board shall consist of seven residents of South Whitehall Township, all appointed by the South Whitehall Township Board of Commissioners. The members of said Park and Recreation Board shall serve without compensation for terms of five years or until their successors are appointed. The terms of such members shall be staggered so that no more than two members are appointed in any year. Initial term appointments may be a length of either two, three, four or five years as determined to be necessary to ensure that requirement of staggered terms is completed; however, all appointments after the initial appointments have cycled through shall be for a term of five years. Each term shall commence on January 1 and terminate on December 31. Vacancies in such Board occurring otherwise than by expiration of term shall be for the unexpired term and shall be filled in the same manner as original appointments.

## **§ 17-12. Officers.**

The members of the Park and Recreation Board shall elect their own Chairperson and Secretary and select all other necessary officers to serve for a period of one year. Such Board shall have power to adopt rules and regulations for the conduct of all business before the Board. The Board shall hold



regular meetings at such times and places as it shall designate. The Board shall reorganize on an annual basis at the first regular meeting scheduled to be held during each calendar year.

**§ 17-13. Area cooperation.**

Wherever possible, the Board shall encourage the county, other Townships and school districts, or any of them, to develop a cooperative plan of recreation service in order to fulfill the purpose of providing needed recreation facilities for all of the citizens of the cooperating governmental units and school districts.

**SECTION II - REPEALER**

All ordinances or parts of ordinances which are inconsistent herewith are hereby repealed.

**SECTION III - SEVERABILITY**

If any sentence, clause, section, or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this Ordinance. It is hereby declared as the intent of the Board of Commissioners that this Ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

**SECTION IV - EFFECTIVE DATE**

This Ordinance shall become effective immediately following its adoption by the Board of Commissioners.

**DULY ENACTED AND ORDAINED** as an Ordinance this \_\_ day of \_\_\_\_\_, 2023 by a majority of the Board of Commissioners of South Whitehall Township, Lehigh County, Pennsylvania, at a duly advertised meeting of the Board of Commissioners at which a quorum was present. As part of this Ordinance, the Board of Commissioners has directed that the President, or Vice-President in the absence of the President, execute this Ordinance on behalf of the Board.

**TOWNSHIP OF SOUTH WHITEHALL  
BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Diane Kelly, President

ATTEST:

\_\_\_\_\_  
Tricia L. Dickert, Secretary



**SOUTH WHITEHALL TOWNSHIP  
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2023-01  
(Duly Adopted January 4, 2023)**

**A RESOLUTION AMENDING RESOLUTION NO. 2022-69  
DESIGNATING DEPOSITORIES FOR TOWNSHIP FUNDS**

**WHEREAS**, the Township of South Whitehall had, by virtue of the adoption of Resolution No. 2022-69, dated July 13, 2022, designated various banking institutions as depositories for funds of the Township; and,

**WHEREAS**, the Township on occasion makes use of the investment programs of other banking institutions due to competitive interest rates.

**NOW, THEREFORE, BE IT RESOLVED** that Embassy Bank; Firsttrust Bank; First Niagara Bank; KeyBank; Lafayette Ambassador Bank; M&T Bank; National Penn Bank; BB & T Bank; Pennsylvania Local Government Investment Trust; PNC Bank, NA; Neffs National Bank; Susquehanna Bank; TD Bank; Team Capital Bank; American Bank; Wells Fargo Bank, NA; Truist Financial; Republic Bank; US Bank; Univest; and Nationwide Trust Company, or their respective successors, so long as they meet Commonwealth depository requirements, shall be depositories for funds of the Township, which accounts shall be designated Township of South Whitehall, Treasurer OR Deputy Treasurer; and,

**BE IT FURTHER RESOLVED** that all checks, drafts, notes or orders drawn against said accounts be signed by Township Treasurer OR Deputy Treasurer, AND one (1) of the following three (3) Township officials:

1. President, Board of Commissioners;
2. Vice President, Board of Commissioners; or
3. Township Manager

Said signatures shall be duly certified to said banks, and that no checks, drafts, notes or orders drawn against said bank shall be valid unless signed as set forth above.

**BE IT FURTHER RESOLVED** that the said depositories shall provide the security required by law.

**DULY ADOPTED** the 4<sup>th</sup> day of **January 4, 2023**, by the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, in lawful session duly assembled.

ATTEST:

TOWNSHIP OF SOUTH WHITEHALL  
BOARD OF COMMISSIONERS

\_\_\_\_\_  
Tricia L. Dickert, Twp. Secretary

\_\_\_\_\_  
Assistant Twp. Secretary, Monica Hodges

**AUTHORIZED SIGNATURES:**

South Whitehall Township Resolution No. 2023-01  
Duly Adopted January 4, 2023

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Diane Kelly, President,  
SWT Board of Commissioners

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David M. Kennedy, Vice President,  
SWT Board of Commissioners

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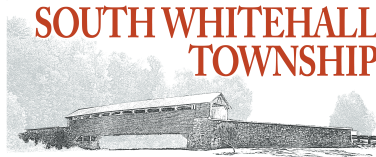
Thomas R. Petrucci, Township Manager

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Herbert Bender, Treasurer

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Diana Valkova, Deputy Treasurer



**Agenda Item Details**

Meeting	Jan 04, 2023 - DRAFT - Board of Commissioners
Category	8. RESOLUTIONS
Subject	B. Resolutions for all Professional Services Firms - Motion to Extend all Professional Services Firms to Serve at the Pleasure of the Board of Commissioners for an Unspecified Contract Term
Access	Public
Type	Action (Consent)
Recommended Action	Explanation by Township Manager Tom Petrucci, followed by Motion to approve.

**Public Content**

- Resolutions for Professional Services Firms:
1. Township Solicitor - Joseph A. Zator II, Zator Law Offices
  2. Alternate Township Solicitor - James L. Broughal; Broughal & Devito
  3. Civil Service Commission Solicitor - Eckert Seamans
  4. Pension Committee Solicitor - Eckert Seamans
  5. Labor Counsel - Eckert Seamans
  6. Additional Alternate Township Solicitor - Mark S. Cappuccio, Esquire
  7. Building Code Appeals Board Solicitor - Lawrence B. Fox, Esquire
  8. Township Tax Appeal Hearing Officer - Lawrence B. Fox, Esquire
  9. Township Engineer - The Pidcock Company
  10. Alternate Township Engineer - Keystone Consulting Engineers
  11. Sewage Enforcement Officer (SEO) - Keystone Consulting Engineers
  12. Geotechnical Engineer - Hanover Engineering
  13. Alternate Sewage Enforcement Officer (SEO) - Hanover Engineering
  14. Utility Engineer - Spotts, Stevens and McCoy (SSM)
  15. Third-Party Residential Inspector - Barry Isett & Associates
  16. Third-Party Commercial Inspector - KeyCodes Inspection Agency

**Administrative Content**

**Executive Content**



**SOUTH WHITEHALL TOWNSHIP  
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2023-02  
(Duly Adopted January 4, 2023)**

**A RESOLUTION REAPPOINTING JOSEPH A. ZATOR II, ZATOR LAW, AS THE  
TOWNSHIP SOLICITOR FOR THE TOWNSHIP OF SOUTH WHITEHALL**

**WHEREAS**, the Board of Commissioners desires to reappoint Joseph A. Zator, II, as the Township Solicitor for the Township of South Whitehall; and,

**WHEREAS**, the Township Commissioners are appreciative of the fine service which Joseph A. Zator, II, Zator Law, has rendered as Township Solicitor for the Township of South Whitehall.

**NOW, THEREFORE, BE IT RESOLVED** that Joseph A. Zator, II, Zator Law, 4400 Walbert Avenue, Allentown, PA, be reappointed as the Township Solicitor to serve at the pleasure of the Board of Commissioners for an unspecified contract term and/or until a successor shall have been appointed, and shall be paid compensation per the attached "Appendix – A" of this Resolution.

**AND BE IT FURTHER RESOLVED** that said Township Solicitor shall be authorized to designate other attorneys who are engaged in the practice of law with him to render services required by the Township, providing, however, that he shall be responsible for any and all legal services rendered by him or anyone designated by him.

**DULY ADOPTED** this 4<sup>th</sup> day of **January 2023** by the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, in lawful session duly assembled.

**TOWNSHIP OF SOUTH WHITEHALL  
BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Diane Kelly, President

ATTEST:

\_\_\_\_\_  
Tricia L. Dickert, Twp. Secretary



[jzator@zatorlaw.com](mailto:jzator@zatorlaw.com)  
**December 15, 2022**

**VIA EMAIL**

Thomas R. Petrucci, MPA  
Township Manager  
South Whitehall Township  
4444 Walbert Avenue  
Allentown, PA 18104

**RE: Professional Rate Schedule for 2023**

Dear Mr. Petrucci:

I am enclosing a Memorandum which describes both our proposed rate schedule for 2023, along with a history of our rates for South Whitehall Township. Over the course of twelve years as Solicitor, we have had only two rate increases, both of which were modest. Our rates have not kept pace with CPI. We have taken that approach because we view our role as being more in the nature of public service, than that of a business relationship. However, employee compensation and other expenses have continued to rise at a much faster pace than our rates for South Whitehall Township.

Our attorneys, paralegals and staff value our relationship with South Whitehall Township elected officials, appointed Boards and Commissions, staff and consultants. Accordingly, our billing rates have consistently been well below rates that we need to charge private clients.

Should you require any additional information or wish to discuss this letter and Memorandum, please feel free to contact me at any time. Thank you for your consideration and the opportunity to serve South Whitehall Township.

Very truly yours,

A handwritten signature in black ink, appearing to read "J. Zator II", is written over a large, stylized scribble. Below the signature, the name "Joseph A. Zator II" is printed in a black, sans-serif font.

Joseph A. Zator II

JAZ:ls  
Encl.

**AMERICAN HERITAGE BUILDING**  
4400 Walbert Avenue at Ridgeview Drive  
Allentown, Pennsylvania 18104  
Ph: 610.432.1900 F: 610.432.1707  
[www.zatorlaw.com](http://www.zatorlaw.com)

**ATTORNEYS AND  
COUNSELORS AT LAW**

Joseph A. Zator II  
Andrew D. Hoffman  
Jennifer R. Alderfer  
Marissa R. Harper

**OF COUNSEL**

Paul D. North, Jr., P.E.  
Thomas L. Harper



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**TO:** South Whitehall Township  
Attn: Board of Commissioners  
Thomas R. Petrucci, Township Manager

**FROM:** Joseph A. Zator II, Esq.

**DATE:** December 15, 2022

**RE:** Historical Legal Fee Schedule  
Proposed Fee Increase

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Current/2019 Rates:

- Attorneys \$190/hr.
- Paralegals \$95/hr.
- Real estate/title assistant: \$40/hr.
- Administrative assistants, secretarial personnel – no charge
- Travel to Township meetings, Court – no mileage, parking charges

Stevens & Lee rate at start of 2011 as SWT Solicitor: in excess of \$300/hr.

Historical: two Zator Law rate increases from 2011 to current time, with most recent being four years ago

- 2011 rates:
  - Attorneys : \$175/hr.
  - Paralegals : \$80/hr.
  - Real estate/title assistant: \$35/hr.
- 2017 rates:
  - Attorneys: \$185/hr.
  - Paralegals: \$90/hr.
  - Real estate/title assistant: \$35/hr.
- 2019 rates:
  - Attorneys: \$190/hr.
  - Paralegals: \$95/hr.
  - Real estate/title assistant: \$40/hr.

If we had done a straight CPI increase each year, since 2011, current rates for 2022 would be:

- Attorneys: \$244/hr.
- Paralegals: \$111/hr.
- Real estate/title assistant: \$49/hr.

Adding to that the current 2022 inflation rate of approximately 8.7% for 2023 would result in the following rates:

- Attorneys: \$265/hr.
- Paralegals: \$121/hr.
- Real estate/title assistant: \$53/hr.

Our proposed rate increase for 2023:

- All real estate matters:
  - Attorneys: \$215/hr.
  - Paralegals: \$105/hr.
  - Real estate/title assistant: \$44/hr.
- All other work:
  - Attorneys: \$205/hr.
  - Paralegals: \$100/hr.
- Average/blended attorney rate of approximately \$210/hr. (approximately 10.5%)

**SOUTH WHITEHALL TOWNSHIP  
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2023-03  
(Duly Adopted January 4, 2023)**

**A RESOLUTION REAPPOINTING JAMES L. BROUGHAL, BROUGHAL AND DEVITO,  
LLP, AS THE ALTERNATE TOWNSHIP SOLICITOR FOR THE TOWNSHIP OF SOUTH  
WHITEHALL**

**WHEREAS**, the Board of Commissioners desires to reappoint James L. Broughal, Broughal and DeVito, LLP, as the Alternate Township Solicitor for the Township of South Whitehall; and,

**WHEREAS**, the Township Commissioners are appreciative of the fine service which James L. Broughal has rendered as the Alternate Township Solicitor for the Township of South Whitehall.

**NOW, THEREFORE, BE IT RESOLVED** that James L. Broughal, Broughal and DeVito, LLP, 38 W. Market Street, Bethlehem, PA, be reappointed as the Alternate Township Solicitor to serve at the pleasure of the Board of Commissioners for an unspecified contract term and/or until a successor shall have been appointed, and shall be paid compensation per the attached "Appendix – A" of this Resolution.

**AND BE IT FURTHER RESOLVED** that said Alternate Township Solicitor shall be authorized to designate other attorneys who are engaged in the practice of law with him to render services required by the Township, providing, however, that he shall be responsible for any and all legal services rendered by him or anyone designated by him.

**DULY ADOPTED** this 4<sup>th</sup> day of **January 2023** by the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, in lawful session duly assembled.

**TOWNSHIP OF SOUTH WHITEHALL  
BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Diane Kelly, President

ATTEST:

\_\_\_\_\_  
Tricia L. Dickert, Twp. Secretary

## APPENDIX - A

**From:** [Lisa Pereira](#)  
**To:** [Tracy J. Fehnel](#); [Tom Petrucci](#)  
**Subject:** RE: Request from South Whitehall Township - Professional Fee Schedules for 2023  
**Date:** Tuesday, December 13, 2022 10:52:23 AM  
**Attachments:** [image001.png](#)

---

Good morning Tracy and Tom,

Our rate for 2023 would remain the same (\$175/hr).

Thank you,  
Lisa

Lisa A. Pereira, Esquire  
Broughal & DeVito, LLP  
38 West Market Street  
Bethlehem, PA 18018  
(610) 865-3664  
(610) 865-0969 (Fax)  
[lisapereira@broughal-devito.com](mailto:lisapereira@broughal-devito.com)

**PLEASE NOTE MY NEW EMAIL ADDRESS.**

STATEMENT OF CONFIDENTIALITY: The information contained in this transmission including any attached documentation is privileged and confidential. It is intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copy of this communication is strictly prohibited. If you have received this communication in error, please notify Broughal & DeVito, LLP immediately by replying to this e-mail. Please delete all copies of this message and any attachments immediately.

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**From:** Tracy J. Fehnel <fehnel@southwhitehall.com>  
**Sent:** Friday, December 9, 2022 2:50 PM  
**To:** Tom Petrucci <petrucci@southwhitehall.com>  
**Subject:** Request from South Whitehall Township - Professional Fee Schedules for 2023  
**Importance:** High

Email to: Professional Services Individuals who provide services to  
South Whitehall Township

Everyone:

This is our yearly correspondence to you, asking you to forward your

**SOUTH WHITEHALL TOWNSHIP  
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2023-04  
(Duly Adopted January 4, 2023)**

**A RESOLUTION REAPPOINTING ECKERT SEAMANS  
AS SOLICITOR FOR THE CIVIL SERVICE COMMISSION**

**WHEREAS**, the Civil Service Commission of the Township of South Whitehall, Lehigh County, Pennsylvania, from time to time, requires the services of legal counsel in situations; and,

**WHEREAS**, the Board of Commissioners desires to reappoint Eckert Seamans as the Solicitor for the Civil Service Commission; and

**WHEREAS**, the Township Commissioners are appreciative of the fine service which Eckert Seamans has rendered as Solicitor for the Civil Service Commission.

**NOW, THEREFORE, BE IT RESOLVED** that Eckert Seamans be reappointed as Solicitor for the Civil Service Commission for the Township of South Whitehall, to serve at the pleasure of the Board of Commissioners for an unspecified contract term and/or until a successor shall be appointed, and that Eckert Seamans shall be paid compensation as enumerated in "Appendix A" of this resolution.

**AND BE IT FURTHER RESOLVED** that said Eckert Seamans, Solicitor for the Civil Service Commission, shall be authorized to designate attorneys who are engaged in the practice of law with them, to render services required by the Township, providing, however, that Eckert Seamans shall be responsible for any and all legal services rendered by anyone designated by Eckert Seamans.

**DULY ADOPTED** this 4<sup>th</sup> day of **January 2023**, by the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, in lawful session duly assembled.

**TOWNSHIP OF SOUTH WHITEHALL  
BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Diane Kelly, President

ATTEST:

\_\_\_\_\_  
Tricia L. Dickert, Twp. Secretary

**SOUTH WHITEHALL TOWNSHIP  
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2023-05  
(Duly Adopted January 4, 2023)**

**A RESOLUTION REAPPOINTING ECKERT SEAMANS  
AS SOLICITOR FOR THE PENSION COMMITTEE**

**WHEREAS**, the Pension Committee of the Township of South Whitehall, Lehigh County, Pennsylvania, from time to time, requires the services of legal counsel in situations; and,

**WHEREAS**, the Board of Commissioners desires to reappoint Eckert Seamans as the Solicitor for the Pension Committee; and,

**WHEREAS**, the Township Commissioners are appreciative of the fine service which Eckert Seamans has rendered as Solicitor for the Pension Committee.

**NOW, THEREFORE, BE IT RESOLVED** that Eckert Seamans be reappointed as Solicitor for the Pension Committee for the Township of South Whitehall, to serve at the pleasure of the Board of Commissioners for an unspecified contract term and/or until a successor shall be appointed, and that Eckert Seamans shall be paid compensation as enumerated in "Appendix A" of this resolution.

**AND BE IT FURTHER RESOLVED** that said Eckert Seamans, Solicitor for the Pension Committee, shall be authorized to designate attorneys who are engaged in the practice of law with them, to render services required by the Township, providing, however, that Eckert Seamans shall be responsible for any and all legal services rendered by anyone designated by Eckert Seamans.

**DULY ADOPTED** this 4<sup>th</sup> day of **January 2023**, by the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, in lawful session duly assembled.

**TOWNSHIP OF SOUTH WHITEHALL  
BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Diane Kelly, President

ATTEST:

\_\_\_\_\_  
Tricia L. Dickert, Twp. Secretary

**SOUTH WHITEHALL TOWNSHIP  
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2023-06  
(Duly Adopted January 4, 2023)**

**A RESOLUTION REAPPOINTING ECKERT SEAMANS AS  
LABOR COUNSEL FOR SOUTH WHITEHALL TOWNSHIP**

**WHEREAS**, the Board of Commissioners desires to reappoint Ryan J. Cassidy, of Eckert Seamans, as the Township Labor Counsel for South Whitehall Township; and,

**WHEREAS**, the Township Commissioners are appreciative of the fine service which Ryan J. Cassidy, of Eckert Seamans has rendered as the Township Labor Counsel for South Whitehall Township.

**NOW, THEREFORE, BE IT RESOLVED** that Ryan J. Cassidy, of Eckert Seamans be reappointed as the Township Labor Counsel for South Whitehall Township, to serve at the pleasure of the Board of Commissioners for an unspecified contract term and/or until a successor shall be appointed, and that Eckert Seamans shall be paid compensation as enumerated in "Appendix A" of this resolution.

**AND BE IT FURTHER RESOLVED** that said Township Labor Counsel for South Whitehall Township shall be authorized to designate other attorneys who are engaged in the practice of law with him to render services required by the Township, providing, however, that he shall be responsible for any and all legal services rendered by him or anyone designated by him.

**DULY ADOPTED** this 4<sup>th</sup> day of **January 2023** by the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, in lawful session duly assembled.

**TOWNSHIP OF SOUTH WHITEHALL  
BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Diane Kelly, President

ATTEST:

\_\_\_\_\_  
Tricia L. Dickert, Twp. Secretary

**\*Eckert Seamans continues to hold at their 2018 rates.**

# APPENDIX - A

**From:** [Ryan J. Cassidy](#)  
**To:** [Tracy J. Fehnel](#); [Tom Petrucci](#)  
**Cc:** [Amy Snyder](#); [Scott E. Blissman](#)  
**Subject:** RE: Request from South Whitehall Township - Professional Fee Schedules for 2023  
**Date:** Friday, December 9, 2022 3:09:14 PM  
**Attachments:** [image192889.png](#)  
[image068391.png](#)  
[image159386.png](#)  
[image288471.png](#)  
[image931462.png](#)  
[image583211.png](#)  
[image261921.png](#)  
[image627520.png](#)  
[image473434.png](#)

Good afternoon. We will freeze our 2022 rates for 2023. Thank you.

Regards,  
Ryan

**Ryan J. Cassidy, Esq.**  
Firm-Wide Chair, Labor & Employment Group  
ECKERT SEAMANS CHERIN & MELLOTT, LLC

Two Liberty Place  
50 South 16<sup>th</sup> Street • 22<sup>nd</sup> Floor • Philadelphia, PA 19102  
Direct (215) 851.8531 | Mobile (215) 498.5248  
[rcassidy@eckertseamans.com](mailto:rcassidy@eckertseamans.com)

- \* Ryan Cassidy - \$325
- \* Mike Jones - \$325
- \* Scott Blissman - \$315
- \* Amy Snyder - \$295
- \* Rachel King - \$205



## Ryan J. Cassidy

Member

Eckert Seamans Cherin & Mellott, LLC  
Two Liberty Place, 22nd Floor, 50 South 16th Street | Philadelphia, PA 19102

☎ 215-851-8531 | 📠 215-851-8383 | 📱 215-498-5248

✉ [rcassidy@eckertseamans.com](mailto:rcassidy@eckertseamans.com)

BIO: 👤 VCARD: 🗄️ | 🌐 [in](#) [tw](#)

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**From:** Tracy J. Fehnel <[fehnel@southwhitehall.com](mailto:fehnel@southwhitehall.com)>  
**Sent:** Friday, December 9, 2022 2:50 PM



## APPENDIX - A

**From:** [Ryan J. Cassidy](#)  
**To:** [Tracy J. Fehnel](#)  
**Cc:** [Amy Snyder](#); [Scott E. Blissman](#)  
**Subject:** RE: Please Provide Your 2022 Professional Services Rate Schedule to South Whitehall Township  
**Date:** Thursday, December 16, 2021 12:17:00 PM  
**Attachments:** [image001.png](#)

---

Good afternoon, Tracy. We will not be increasing our rates for 2022, so there will be a zero percent increase for South Whitehall Township. Thank you, and Happy Holidays.

Regards,  
Ryan



**Ryan J. Cassidy, Member**  
ECKERT SEAMANS CHERIN & MELLOTT, LLC  
Two Liberty Place, 22nd Floor, 50 South 16th Street | Philadelphia, PA 19102  
T: 215-851-8531 C: 215-498-5248 F: 215-851-8383

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**From:** Tracy J. Fehnel <[fehnel@southwhitehall.com](mailto:fehnel@southwhitehall.com)>  
**Sent:** Tuesday, December 14, 2021 3:53 PM  
**Subject:** [External] Please Provide Your 2022 Professional Services Rate Schedule to South Whitehall Township  
**Importance:** High

Good Afternoon Everyone:

At the Tuesday, January 4<sup>th</sup> South Whitehall Township Board of Commissioners' Reorganizational Meeting, we will have the Professional Services Reappointment Resolutions on the agenda, w/2022 Rate Schedule attached to the Resolution. These are usually two-year reappointments (on even numbered years), and then the following year (2023) would be a motion to only approve a rate schedule. Please forward your 2022 rate schedule to me by this time next week. If there is an increase in your rates from last year, please specify in your email exactly what the changes are, as the Commissioners will want to know. This explanation will be provided to them in their meeting packet.

Additionally, anyone whose fees are staying the same, please indicate as such. We will still need to have a Resolution of the agenda for your reappointment.

Please respond to me at [fehnel@southwhitehall.com](mailto:fehnel@southwhitehall.com) or feel free to call me if you have any questions/concerns. Thanks so much,

A handwritten signature in cursive script that reads "Tracy".

**Tracy J.B. Fehnel**  
Insurance Administrator & Executive Assistant to  
Randy T. Cope, Interim Twp Manager &  
Director of Township Operations/ORO  
4444 Walbert Avenue  
Allentown, PA 18104  
610-398-0401, x202

Tracy J. Fehnel

---

**From:** Ryan J. Cassidy <rcassidy@eckertseamans.com>  
**Sent:** Tuesday, December 29, 2020 6:05 PM  
**To:** Tracy J. Fehnel  
**Cc:** asnyder@eckertseamans.com; Renee C. Bickel; Scott E. Blissman  
**Subject:** RE: [External] 2021 Professional Rate Schedules for South Whitehall Township

Hi Tracy. We will not be requesting any rate increases for 2021. Thank you.

Sent with BlackBerry Work  
(www.blackberry.com)



**Ryan J. Cassidy**, Member  
ECKERT SEAMANS CHERIN & MELLOTT, LLC  
Two Liberty Place, 22nd Floor, 50 South 16th Street | Philadelphia, PA 19102  
**T: 215-851-8531 C: 215-498-5248 F: 215-851-8383**

---

**From:** Tracy J. Fehnel <fehnel@southwhitehall.com>  
**Date:** Tuesday, Dec 29, 2020, 4:17 PM  
**Subject:** [External] 2021 Professional Rate Schedules for South Whitehall Township

Everyone – On the January 6<sup>th</sup> South Whitehall Township Board of Commissioners’ Agenda, we will have motions to approve the 2021 rate schedules for our Professional Services people. (Reappointments occur even numbered years.) If you have not already submitted your rate schedule for 2021, please forward to me so that it can be on the January 6<sup>th</sup> agenda. The commissioners have asked that if you have an increase in your fees, that you be in attendance at the Wednesday, January 6<sup>th</sup> meeting held via GoToMeeting at 7P. The dial-in link to the meeting will be on the main page of our website. We have a new board, and they want to be able to ask questions before making a motion to approve the fee schedules. If there are no changes, there is no need to call in, and there will be no need to have a motion on the agenda. Some of you have already advise of this fact, so simply disregard this email. I will advise BOC of those whose fees remain the same as last year.

Please respond to me at [fehnel@southwhitehall.com](mailto:fehnel@southwhitehall.com) or feel free to call me if you have any questions/concerns. Thanks so much,

**Tracy J.B. Fehnel**  
Insurance Administrator & Executive Assistant to  
Renee C. Bickel, Township Manager &

## Tracy J. Fehnel

---

**From:** Amy Snyder <ASnyder@eckertseamans.com>  
**Sent:** Friday, December 27, 2019 1:52 PM  
**To:** Tracy J. Fehnel  
**Cc:** Renee C. Bickel; Ryan J. Cassidy  
**Subject:** RE: Professional Services Rates for 2020

Hi Tracy,

Happy holidays! In response to your request below, we are freezing our rates for the Township for 2020. Therefore, there will be no increase to our hourly rates.

Feel free to email or call with any questions.

Thanks,  
Amy

**Amy Z. Snyder**  
**ECKERT SEAMANS CHERIN & MELLOTT, LLC**

Two Liberty Place  
50 South 16<sup>th</sup> Street • 22<sup>nd</sup> Floor • Philadelphia, PA 19102  
Direct (215) 851.8433 | Mobile (215) 680.6242  
[asnyder@eckertseamans.com](mailto:asnyder@eckertseamans.com)  
[eckertseamans.com](http://eckertseamans.com)



---

**From:** Tracy J. Fehnel [mailto:fehnel@southwhitehall.com]  
**Sent:** Friday, December 20, 2019 4:08 PM  
**To:** 'jzator@zatorlaw.com' <jzator@zatorlaw.com>; Jennifer Alderfer (jalderfer@zatorlaw.com) <jalderfer@zatorlaw.com>; John Ralph Russek (rrussek@pidcockcompany.com) (rrussek@pidcockcompany.com) <rrussek@pidcockcompany.com>; Anthony F. Tallarida <atallarida@pidcockcompany.com>; jamespreston@broughal-devito.com; 'lisapereira@broughal-devito.com' <lisapereira@broughal-devito.com>; Tracy@broughal-devito.com; Bill Erdman (werdman@kceinc.com) <werdman@kceinc.com>; 'sstaufer@kceinc.com' <sstaufer@kceinc.com>; Ryan J. Cassidy <rcassidy@eckertseamans.com>; Amy Snyder <ASnyder@eckertseamans.com>; Scott E. Blissman <SBlissman@eckertseamans.com>; 'mullanelaw@aol.com' <mullanelaw@aol.com>; scalluori@codemaster.info; karend@codemaster.info; 'info@keycodes.net' <info@keycodes.net>; Jill Smith <jsmith@hanovereng.com>; Charles Unangst <cunangst@hanovereng.com>; 'darryl.jenkins@ssmgroup.com' <darryl.jenkins@ssmgroup.com>; s.casey@cmtservicesgroup.com; 'LBFox@LBFoxLaw.com' <LBFox@LBFoxLaw.com>  
**Cc:** Renee C. Bickel <bickelr@southwhitehall.com>; George Kinney <kinneyg@southwhitehall.com>; Steve Carr <carrs@southwhitehall.com>; Randy Cope <coper@southwhitehalltp.org>; Tracy J. Fehnel <fehnel@southwhitehall.com>; Scott Boehret <boehrets@southwhitehall.com>  
**Subject:** [External] Professional Services Rates for 2020  
**Importance:** High

Good Afternoon:

**\*Please see last page for rates to use for 2019. They are same as last year/2018.**

**Tracy J. Fehnel**

---

**From:** Ryan J. Cassidy <rcassidy@eckertseamans.com>  
**Sent:** Thursday, January 03, 2019 10:22 AM  
**To:** Tracy J. Fehnel  
**Cc:** Gail Evangelista  
**Subject:** RE: Professional Services Rate Schedule for 2019

Hi Tracy, and Happy New Year. I did not receive your original message for some reason, but Scott and Amy forwarded it to me. In any event, we are freezing our rates for South Whitehall for 2019, so there will not be a rate increase. Let me know if you need any additional information. Thank you.

Regards,  
Ryan

**Ryan J. Cassidy, Esq. | Partner & Member  
Firm-Wide Chair, Labor & Employment Group  
ECKERT SEAMANS CHERIN & MELLOTT, LLC**

Two Liberty Place  
50 South 16<sup>th</sup> Street • 22<sup>nd</sup> Floor • Philadelphia, PA 19102  
Direct (215) 851.8531 | Mobile (215) 498.5248  
[rcassidy@eckertseamans.com](mailto:rcassidy@eckertseamans.com)

---

**From:** Tracy J. Fehnel [<mailto:fehnel@southwhitehall.com>]  
**Sent:** Monday, December 31, 2018 8:53 AM  
**To:** Amy Snyder <[ASnyder@eckertseamans.com](mailto:ASnyder@eckertseamans.com)>  
**Cc:** Ryan J. Cassidy <[rcassidy@eckertseamans.com](mailto:rcassidy@eckertseamans.com)>  
**Subject:** [External] RE: Professional Services Rate Schedule for 2019

Good Morning Amy – Thanks for your email. When I sent this email out, I put everyone’s email under BCC, just so that others could not see who else received. I did include both Ryan and Scott on this email; however, a forward from you certainly does not hurt. 😊

Lastly, I wish you and your family and very Happy New Year in 2019!

Tracy

---

**From:** Amy Snyder [<mailto:ASnyder@eckertseamans.com>]  
**Sent:** Friday, December 28, 2018 4:19 PM  
**To:** Tracy J. Fehnel  
**Subject:** RE: Professional Services Rate Schedule for 2019

Hi Tracy—

I hope you had a nice holiday! I forwarded your email to Ryan Cassidy; I’m not sure if he received one. If he is not on the list, can you add him going forward? He will respond on behalf of the firm.

Thanks and happy new year.  
Amy

## Fehnel Tracy J.

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**From:** Amy Snyder <ASnyder@eckertseamans.com>  
**Sent:** Friday, December 29, 2017 12:45 PM  
**To:** Fehnel Tracy J.  
**Cc:** Bickel Renee C.; Ryan J. Cassidy  
**Subject:** Reorganizational Meeting

Hi Tracy,

Our secretary is out of the office today. I am including the information below, but please let me know if you'd like us to follow up with something more formal.

Ryan Cassidy - \$325 (\$10 increase from 2014 rates)  
Mike Jones - \$325 (new rate)  
Scott Blissman - \$315 (\$20 increase from 2014 rates)  
Amy Snyder - \$295 (\$20 increase from 2014 rates)  
Rachel King - \$205 (no change)

Thanks,  
Amy

**Amy Z. Snyder**  
**ECKERT SEAMANS CHERIN & MELLOTT, LLC**

Two Liberty Place  
50 South 16<sup>th</sup> Street • 22<sup>nd</sup> Floor • Philadelphia, PA 19102  
Direct (215) 851.8433 | Mobile (215) 680.6242  
[asnyder@eckertseamans.com](mailto:asnyder@eckertseamans.com)  
[eckertseamans.com](http://eckertseamans.com)



---

**From:** Fehnel Tracy J. [<mailto:fehnel@southwhitehall.com>]  
**Sent:** Thursday, December 28, 2017 2:52 PM  
**To:** Ryan J. Cassidy  
**Cc:** Bickel Renee C.  
**Subject:** Reorganizational Meeting

Good Afternoon Attorney Cassidy,

I am putting together the Reorganizational Meeting for January 4, 2018. Could you please forward your rates for 2018 so that I can put them on this agenda. I have attached what we previously received from you. Perhaps you could simply just update the attached. That would work nicely.

Thanks so much.

Sincerely,



**SOUTH WHITEHALL TOWNSHIP  
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2023-07  
(Duly Adopted January 4, 2023)**

**A RESOLUTION REAPPOINTING MARK S. CAPPUCCIO, ESQUIRE, EASTBURN AND GRAY PC, AS AN ADDITIONAL ALTERNATE TOWNSHIP SOLICITOR FOR THE TOWNSHIP OF SOUTH WHITEHALL**

**WHEREAS**, the Board of Commissioners desires to reappoint Mark S. Cappuccio, Esquire, of Eastburn and Gray, PC, as an additional Alternate Township Solicitor for the Township of South Whitehall;

**NOW, THEREFORE, BE IT RESOLVED** that Mark S. Cappuccio, Eastburn and Gray, PC, 60 E. Court Street, Doylestown, PA 18901, be reappointed as an additional Alternate Township Solicitor to serve at the pleasure of the Board of Commissioners for an unspecified contract term and/or until a successor shall be appointed, and shall be paid compensation per the attached "Appendix – A" of this Resolution.

**AND BE IT FURTHER RESOLVED** that said additional Alternate Township Solicitor shall be authorized to designate other attorneys who are engaged in the practice of law with him to render services required by the Township, providing, however, that he shall be responsible for any and all legal services rendered by him or anyone designated by him.

**DULY ADOPTED** this 4<sup>th</sup> day of **January 2023** by the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, in lawful session duly assembled.

**TOWNSHIP OF SOUTH WHITEHALL  
BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Diane Kelly, President

ATTEST:

\_\_\_\_\_  
Tricia L. Dickert, Twp. Secretary



Thomas F. J. MacAniff  
John A. VanLuvanee  
Derek J. Reid\*  
D. Rodman Eastburn  
Joanne D. Sommer  
John N. Schaeffer, III  
David L. Marshall  
Grace M. Deon\*  
G. Michael Carr\*  
Robert M. Cox\*  
William T. Dudeck\*  
Kimberly Litzke  
Marc D. Jonas  
Judy Hayman\*  
Julie L. Von Spreckelsen\*  
Mark S. Cappuccio  
Robert R. Watson, Jr.  
Michael E. Peters\*  
Erin K. Aronson\*  
Sarah A. Eastburn \*  
R. Rex Herder, Jr.  
Henry E. Van Blunk\*  
Zachary A. Sivertsen\*  
Joan R. Price  
Michael T. Pidgeon\*  
Jennifer N. Donaldson\*  
Mark D. Eastburn\*  
John P. McShea  
Abigail C. S. Bukowski

Mark S. Cappuccio  
60 E. Court Street  
P.O. Box 1389  
Doylestown, PA 18901  
Main: 215-345-7000  
Direct: 215-461-1240  
Fax: 215-345-9142  
mcappuccio@eastburngray.com

December 29, 2022

**VIA EMAIL ONLY:**  
fehnel@southwhitehall.com  
petruccit@southwhitehall.com

South Whitehall Township  
c/o Thomas Petrucci, Township Manager  
Tracy Fehnel, Ins. Administrator  
4444 Walbert Avenue  
Allentown, PA 18104


**Re: Eastburn & Gray, P.C.'s 2023 Conflict Counsel Rate**

Dear Mr. Petrucci and Ms. Fehnel:

This letter is in response to your request for Eastburn and Gray, P.C.'s 2023 conflict counsel rate schedule. We serve as the alternate solicitor when requested by the Township.

Eastburn and Gray's conflict counsel rate remains unchanged from 2022 at \$270/hour. I have attached our July 1, 2021 correspondence outlining the matter for which the firm is working with South Whitehall Township and the terms of engagement as conflict counsel. The terms in that letter will remain the same, but for the hourly rate as above described.

It is a pleasure to work with you. If you have any questions, please do not hesitate to contact me.

Very truly yours,  
  
Mark S. Cappuccio

MSC

Agreed to this \_\_\_\_\_ day of January, 2023.

\_\_\_\_\_  
Chair, South Whitehall Township  
Board of Supervisors





Thomas F. J. MacAniff  
 John A. VanLuvanee  
 Derek J. Reid\*  
 D. Rodman Eastburn  
 Joanne D. Sommer  
 John N. Schaeffer, III  
 David L. Marshall  
 Grace M. Deon\*  
 G. Michael Carr\*  
 Robert M. Cox\*  
 William T. Dudeck\*  
 Kimberly Litzke  
 Marc D. Jonas  
 Judy Hayman\*  
 Julie L. Von Spreckelsen\*  
 Mark S. Cappuccio  
 Robert R. Watson, Jr.  
 Hugh J. Algeo, IV\*  
 Michael E. Peters\*  
 Erin K. Aronson\*  
 Sarah A. Eastburn \*  
 R. Rex Herder, Jr.  
 Henry E. Van Blunk\*  
 Zachary A. Sivertsen\*  
 Joan R. Price  
 Michael T. Pidgeon\*  
 Jennifer N. Donaldson\*  
 Mark D. Eastburn\*  
 John P. McShea

**Mark S. Cappuccio**  
 60 E. Court Street  
 P.O. Box 1389  
 Doylestown, PA 18901  
 Main: 215-345-7000  
 Direct: 215-461-1240  
 Fax: 215-345-9142  
 mcappuccio@eastburngray.com

July 1, 2021

**VIA EMAIL ONLY:** [bickelr@southwhitehall.com](mailto:bickelr@southwhitehall.com)

South Whitehall Township  
 c/o Renee Bickel, SHRM-SCP, SPHR  
 Township Manager  
 4444 Walbert Avenue  
 Allentown, PA 18104

**Re: Jaindl / Kay Builders – Water Easement**

Dear Ms. Bickel:

We are pleased you have asked our firm to serve as counsel in connection with a water easement involving Jaindl and Kay Builders.

This letter describes the basis on which our firm will provide legal services. If you have any questions about these provisions or if you would like to discuss possible modifications, do not hesitate to call.

1. **Scope of Representation.** Our client in this matter will be South Whitehall Township. Our engagement will be with regard to the representation of you in certain matters in which you specifically request our engagement and we express our acceptance. You may limit or expand the scope of our representation from time to time, provided that any substantial expansion must be agreed to by us.

2. **Terms of Engagement.** Either of us may terminate the engagement at any time for any reason by written notice subject, on our part, to applicable Rules of Professional Conduct. In the event that we terminate the engagement, we will take such steps as are reasonably practicable to protect your interests and, if you request, we will suggest to you possible successor counsel. We will provide the successor counsel with any original papers that you provide to us and copies of our file materials. If permission for withdrawal is required by any court, we will promptly apply for such permission, if you agree to engage successor counsel to represent you.

Of Counsel

Charles H. Dorsett, Jr.  
 Kenneth R. Williams  
 Eric R. Tobin

\*Also admitted in New Jersey

Unless previously terminated, our representation of you will terminate upon our sending you our final statement for services rendered. Following such termination, otherwise non-public information that you have supplied to us which is retained by us will be kept confidential in accordance with the applicable rules of professional conduct. At your request, your papers and property will be returned to you promptly upon receipt of payment for outstanding fees and costs. Our own work files, including lawyer work product pertaining to the matter, will be retained by the firm. For various reasons, including minimization of unnecessary storage expenses, we reserve the right to destroy or otherwise dispose of any such documents or other materials retained by us within a reasonable time after termination of the engagement.

You are engaging the firm to provide legal services in connection with a specific matter. After completion of the matter, changes may occur in applicable laws or regulations that could have an impact upon the future rights and responsibilities of the client. The firm will have no continuing obligation to advise with respect to such future legal developments.

3. Fees and Expenses. Fees will be based on the time expended by, and at the billing rate for, each attorney and legal assistant devoting time to this matter. Time is charged for any performance of service in increments no less than one-quarter of an hour. Our billing rates for attorneys currently range from \$150.00 an hour for new associates to \$450.00 an hour for partners. My current hourly municipal rate to serve as conflict counsel is \$260.00. If a matter proceeds to litigation, my litigation rate in conflict matters is \$350/hour. The firm charges my time porte-to-porte.

Billing rates are subject to change from time to time. At this time, we are not requesting a retainer, but reserve the right to do so in the future. If we retain a consultant on your behalf with your approval, the fees and expenses of such consultants will not be paid by us, but will be billed directly to you.

Statements will normally be rendered monthly for work performed and expenses incurred during the previous month. You must contact us in writing if you have any questions or complaints concerning any charges on your billing statements. All balances on your account are due thirty (30) days after the date of the billing statement unless other payment arrangements are made. If you do not pay your account when due, we have the right, at our discretion, to withdraw from your case. A service charge calculated at the rate of 12% per annum will be assessed on amounts remaining unpaid for more than thirty (30) days to the date of the billing statement.

The fees and costs relating to this matter are not predictable. Accordingly, we have made no commitment to you concerning the maximum fees and costs that will be necessary to resolve or complete this matter. It is also expressly understood that payment of our firm's fees and costs is in no way contingent on the ultimate outcome of this matter.


4. Client Responsibilities. You agree to cooperate fully with us and to provide promptly all information known or available to you relevant to our representation. You also agree to pay our statements for services and expenses in accordance with paragraph 3 above.

5. Conflicts. Our firm represents many other companies and individuals. It is possible that during the time that we are providing representation, some of our present or future clients may have objection to what you propose to do. The condition of our representation of your interests is that you agree that we may continue to represent or may undertake in the future to represent existing or new clients in any matter that is not related to our work for you.

6. Communication. During the course of our representation, we may have the opportunity to correspond using numerous communication mediums. In addition to traditional delivery methods, such as postal service and telephone, constantly developing technology offers further means that are generally accepted and used by individuals and businesses. For convenience and expediency, each of us may utilize these other means, which include facsimile, cellular, text messaging, electronic mail and file share services. It is important to understand that these mediums are not necessarily secure from interception or alteration by others. Transmitted information is capable of interception and immediate reproduction, alteration, and widespread distribution at relatively little cost or effort. We intend to use these mediums to communicate with you and others during the course of our representation. However, you should be aware of the security concerns and take these issues into consideration when using these means of communication.

Please give me a call if you have any questions concerning this letter. Otherwise, kindly have the Chair of the Board of Supervisors sign below and return to me via email or fax.

Very truly yours,



Mark S. Cappuccio

MSC:jz

Agreed to this \_\_\_\_\_ day of July, 2021.

---

Christina Morgan, Chairwoman  
South Whitehall Township Board of Supervisors



**SOUTH WHITEHALL TOWNSHIP  
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2023-08  
(Duly Adopted January 4, 2023)**

**A RESOLUTION REAPPOINTING LAWRENCE B. FOX, ESQUIRE, AS SOLICITOR  
TO THE BUILDING CODE APPEALS BOARD FOR SOUTH WHITEHALL TOWNSHIP**

**WHEREAS**, the Township Building Code Appeals Board desires to reappoint Attorney Lawrence B. Fox as Building Code Appeals Board Solicitor for the Township of South Whitehall; and,

**WHEREAS**, the Township Commissioners are appreciative of the fine service which Lawrence B. Fox has rendered as the Township Building Code Appeals Board Solicitor for the Township of South Whitehall; and

**WHEREAS**, Lawrence B. Fox has acknowledged his willingness to continue to serve as the Township Building Code Appeals Board Solicitor.

**NOW, THEREFORE, BE IT RESOLVED** that Lawrence B. Fox, Esquire, be reappointed as the Solicitor to the Building Code Appeals Board for South Whitehall Township, to serve at the pleasure of the Board of Commissioners for an unspecified contract term and/or until a successor shall be appointed, and that Lawrence B. Fox, Esquire, shall be paid compensation as enumerated in "Appendix A" of this resolution.

**AND BE IT FURTHER RESOLVED** that said Township Building Code Appeals Board Solicitor shall be authorized to designate other attorneys who are engaged in the practice of law with him to render services required by the Township, providing, however, that he shall be responsible for any and all legal services rendered by said person.

**DULY ADOPTED** this 4<sup>th</sup> day of **January 2023** by the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, in lawful session duly assembled.

**TOWNSHIP OF SOUTH WHITEHALL  
BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Diane Kelly, President

ATTEST:

\_\_\_\_\_  
Tricia L. Dickert, Twp. Secretary

**SOUTH WHITEHALL TOWNSHIP**  
**LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2023-09**  
**(Duly Adopted January 4, 2023)**

**A RESOLUTION REAPPOINTING LAWRENCE B. FOX, ESQUIRE, AS THE TOWNSHIP TAX APPEAL HEARING OFFICER, AND ESTABLISHING THE MANNER OF COMPENSATION OF THE TOWNSHIP TAX APPEAL HEARING OFFICER, FOR THE TOWNSHIP OF SOUTH WHITEHALL**

**WHEREAS**, the General Assembly of the Commonwealth of Pennsylvania enacted the Local Taxpayers Bill of Rights (the "LTBR") within the provisions of Act 50 of 1998, codified at 53 P.S. §8421-8438; and

**WHEREAS**, by Ordinance No. 694, the Board of Commissioners of South Whitehall Township has adopted rules and regulations for practice and procedures implementing LTBR and other matters including the establishment of the Tax Appeal Hearing Officer; and

**WHEREAS**, the Board of Commissioners desires to reappoint **Lawrence B. Fox, Esquire**, as Tax Appeal Hearing Officer for the Township of South Whitehall.

**NOW, THEREFORE, BE IT RESOLVED** that **Lawrence B. Fox, Esquire**, be reappointed as Tax Appeal Hearing Officer for the Township of South Whitehall, to serve at the pleasure of the Board of Commissioners for an unspecified contract term and/or until a successor shall be appointed, and that Lawrence B. Fox, Esquire, shall be paid compensation as enumerated in "Appendix A" of this resolution.

**AND BE IT FURTHER RESOLVED** that said Township Tax Appeal Hearing Officer shall be authorized to designate other attorneys who are engaged in the practice of law with him to render services required by the Township, providing, however, that he shall be responsible for any and all legal services rendered by him or anyone designated by him.

**DULY ADOPTED** this 4<sup>th</sup> day of **January 2023** by the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, in lawful session duly assembled.

**TOWNSHIP OF SOUTH WHITEHALL**  
**BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Diane Kelly, President

ATTEST:

\_\_\_\_\_  
Tricia L. Dickert, Twp. Secretary

## APPENDIX - A

**From:** [Jill M. Manos](#)  
**To:** [Tracy J. Fehnel](#)  
**Cc:** [Tom Petrucci](#)  
**Subject:** Professional Fee Schedule  
**Date:** Monday, December 12, 2022 9:36:35 AM

---

Good Morning Tracy. Attorney Fox's rates will not increase and will remain the same for the year 2023. Thank you.

Jill M. Manos  
Legal Administrative Assistant/Paralegal  
Law Offices of Lawrence B. Fox, P.C.  
1834 Pennsylvania Avenue  
Hanover Township  
Allentown, PA 18109  
Telephone: 610.861.9297  
Facsimile: 610.861.5989

CONFIDENTIALITY NOTE and IRS CIRCULAR 230 DISCLOSURE: The contents of this message may be confidential attorney/client communication, confidential attorney work product or a confidential communication of proprietary information. If you are not the intended recipient, please destroy and notify the sender. In addition, pursuant to Treasury Regulations, any tax advice contained in this message (including any attachments) is not intended or written to be used, and cannot be used or relied upon by you or any other person, for the purpose of (i) avoiding penalties under Internal Revenue Code or (ii) promoting, marketing or recommending to any other party tax advice addressed herein.

**From:** [LBFox@lbfoxlaw.com](mailto:LBFox@lbfoxlaw.com)  
**To:** [Tracy J. Fehnel](mailto:Tracy.J.Fehnel)  
**Subject:** RE: Please Provide Your 2022 Professional Services Rate Schedule to South Whitehall Township  
**Date:** Tuesday, December 14, 2021 4:33:21 PM  
**Attachments:** [image001.png](#)

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Hi Tracy: My legal fee for year 2022 will remain the same i.e. \$150 per hour. Thank you for permitting me to serve the Township of South Whitehall.

Law Offices of Lawrence B. Fox, P.C.  
1834 Pennsylvania Avenue  
Hanover Township  
Allentown, PA 18109  
Telephone: 610.861.9297  
Facsimile: 610.861.5989

**CONFIDENTIALITY NOTE and IRS CIRCULAR 230 DISCLOSURE:** The contents of this message may be confidential attorney/client communication, confidential attorney work product or a confidential communication of proprietary information. If you are not the intended recipient, please destroy and notify the sender. In addition, pursuant to Treasury Regulations, any tax advice contained in this message (including any attachments) is not intended or written to be used, and cannot be used or relied upon by you or any other person, for the purpose of (i) avoiding penalties under Internal Revenue Code or (ii) promoting, marketing or recommending to any other party tax advice addressed.

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**From:** Tracy J. Fehnel <fehnel@southwhitehall.com>  
**Sent:** Tuesday, December 14, 2021 3:53 PM  
**To:** Undisclosed recipients:  
**Subject:** Please Provide Your 2022 Professional Services Rate Schedule to South Whitehall Township  
**Importance:** High

Good Afternoon Everyone:

At the Tuesday, January 4<sup>th</sup> South Whitehall Township Board of Commissioners' Reorganizational Meeting, we will have the Professional Services Reappointment Resolutions on the agenda, w/2022 Rate Schedule attached to the Resolution. These are usually two-year reappointments (on even numbered years), and then the following year (2023) would be a motion to only approve a rate schedule. Please forward your 2022 rate schedule to me by this time next week. If there is an increase in your rates from last year, please specify in your email exactly what the changes are, as the Commissioners will want to know. This explanation will be provided to them in their meeting packet.

Additionally, anyone whose fees are staying the same, please indicate as such. We will still need to have a Resolution of the agenda for your reappointment.



**SOUTH WHITEHALL TOWNSHIP  
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2023-10  
(Duly Adopted January 4, 2023)**

**A RESOLUTION REAPPOINTING THE PIDCOCK COMPANY AS  
TOWNSHIP ENGINEER FOR THE TOWNSHIP OF SOUTH WHITEHALL**

**WHEREAS**, the Board of Commissioners appointed J. Scott Pidcock, The Pidcock Company, as the Township Engineer for the Township of South Whitehall; and,

**WHEREAS**, the Township Commissioners are appreciative of the fine service which The Pidcock Company has rendered as the Township Engineer for the Township of South Whitehall.

**WHEREAS**, it is the feeling of the Commissioners and the Engineer that the services which the Engineer is to render shall be enumerated to the maximum extent possible.

**NOW, THEREFORE, BE IT RESOLVED** that The Pidcock Company be reappointed to serve at the pleasure of the Board of Commissioners for an unspecified contract term and/or until a successor shall have been appointed, and shall be paid compensation on an hourly basis, or upon such other basis as may be agreed upon between the Engineer and the Board, as enumerated in "Appendix – A" of this Resolution, for all work performed including, but not limited to, the construction, reconstruction, maintenance and repair of all streets, bridges, culverts, and other engineering work. He shall prepare plans, specifications and estimates of all such work undertaken by the Township and shall, whenever required, furnish the Board of Commissioners and Township Manager with reports, information or estimates of any Township engineering work or on questions submitted by any of them in their official capacity.

**AND BE IT FURTHER RESOLVED** that said Township Engineer shall be authorized to designate other engineers who are engaged with him, the engineering firm of The Pidcock Company, to render services required by the Township, providing, however, that he shall be responsible for any and all engineering services rendered by him or anyone designated by him.

**AND BE IT FURTHER RESOLVED** that the Township Engineer shall not accept any commissions from outside "clients" requiring the processing of engineering work by South Whitehall Township boards or commissions without the prior approval of the Board of Commissioners as documented in the Minutes of the Board of Commissioners.

**DULY ADOPTED** this 4<sup>th</sup> day of **January 2023** by the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, in lawful session duly assembled.

**SOUTH WHITEHALL TOWNSHIP  
BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Diane Kelly, President

**ATTEST:**

\_\_\_\_\_  
Tricia L. Dickert, Twp. Secretary

November 29, 2022

Mr. Thomas Petrucci, Township Manager  
South Whitehall Township  
Municipal Building  
4444 Walbert Avenue  
Allentown, PA 18104-1699

Re: South Whitehall Township  
Professional Rate Schedule for 2023

Dear Mr. Petrucci:

Enclosed herewith is a rate schedule which we propose to be effective January 1, 2023. Based on the labor costs of 2022 and projecting similar activity over the next year, the new rate schedule would include an average increase of 2.8% for personnel. We have been--and continue to be--carefully monitoring and controlling our expenses so as to provide professional services efficiently.

Should you require any further information or discussion regarding these rates, please contact me, and I will gladly make myself available at your convenience or that of the Board. We appreciate our association with the Township, and thank you for your consideration and the opportunity to be of continuing service.

Very truly yours,

THE PIDCOCK COMPANY



Anthony F. Tallarida, P.E.  
Manager, Municipal Engineering Services

mdb

Enclosure

xc: Ms. Tracy J.B. Fehnel via email

# THE PIDCOCK COMPANY

South Whitehall Township  
2023 Professional Rate Schedule

## PROFESSIONAL SERVICES

<u>Personnel Category</u>	<u>Hourly Rates</u>
Principal of Firm	\$148
Senior Engineer II/Senior Architect II	\$147
Senior Engineer I/Senior Architect I	\$143
Staff Engineer II	\$139
Staff Engineer I	\$133
Assistant Engineer II	\$120
Assistant Engineer I	\$110
Project Assistant III	\$ 83
Project Assistant II	\$ 72
Project Assistant I	\$ 60
Surveyor II	\$108
Surveyor I	\$ 98
Construction Representative II	\$108
Construction Representative I	\$ 98
Computer Aided Design Equipment	\$ 30
Electronic Survey Equipment	\$ 30
Administrative Assistant	Included

### NOTES

With regard to the rates indicated in the Services categories above:

1. Transportation will be charged per mile. Out-of-pocket expenses such as prints, copies, equipment rentals, etc. will be billed at 1.1 times actual cost. The survey rates include standard equipment and stakes.
2. On those occasions when the demands of the contractor's schedule require the scheduling of time beyond our standard eight hour day such additional time (i.e. overtime) shall be invoiced at a rate of 1.5 times the Standard Hourly Rates indicated on the schedule above.
3. Our Professional Services will be invoiced on the basis of time worked by our staff in increments of no less than ¼ hour.
4. The term "Engineer" is used for employees with a background in engineering or engineering-related work. The category of engineering personnel utilized is determined based on the requirements of the tasks to be performed.
5. Computer Aided Design Equipment hours will be billed for use of specialized software in design and drafting as well as to facilitate processing plans under review including for determination of areas/dimensional aspects of plans, stormwater review, etc.



**SOUTH WHITEHALL TOWNSHIP**  
**LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2023-11**  
**(Duly Adopted January 4, 2023)**

**A RESOLUTION REAPPOINTING AND ESTABLISHING THE MANNER OF COMPENSATION  
FOR KEYSTONE CONSULTING ENGINEERS, AS THE ALTERNATE TOWNSHIP ENGINEER,  
FOR SOUTH WHITEHALL TOWNSHIP**

**WHEREAS**, the Board of Commissioners desires to reappoint Keystone Consulting Engineers, as the Alternate Engineer for the Township of South Whitehall; and

**NOW, THEREFORE, BE IT RESOLVED**, that Keystone Consulting Engineers be reappointed as the Alternate Township Engineer, for the Township of South Whitehall, to serve at the pleasure of the Board of Commissioners for an unspecified contract term and/or until a successor shall be appointed.

**AND BE IT FURTHER RESOLVED** that the Alternate Township Engineer's fee schedule is attached as Appendix "A" of this Resolution, for all work performed including, but not limited to, the construction, reconstruction, maintenance and repair of all streets, bridges, culverts, and other engineering work. He shall prepare plans, specifications and estimates of all such work undertaken by the Township and shall, whenever required, furnish the Board of Commissioners and Township Manager with reports, information or estimates of any Township engineering work or on questions submitted by any of them in their official capacity.

**AND BE IT FURTHER RESOLVED** that said Alternate Township Engineer shall be authorized to designate other engineers to render services required by the Township, providing, however, that he shall be responsible for any and all engineering services rendered by him or anyone designated by him.

**AND BE IT FURTHER RESOLVED** that the Alternate Township Engineer shall not accept any commissions from outside "clients" requiring the processing of engineering work by South Whitehall Township boards or commissions without the prior approval of the Board of Commissioners as documented in the Minutes of the Board of Commissioners.

**DULY ADOPTED** this 4<sup>th</sup> day of **January 2023** by the Board of Commissioners of the Township of South Whitehall, Lehigh County Pennsylvania, in lawful session duly assembled.

**TOWNSHIP OF SOUTH WHITEHALL**  
**BOARD OF COMMISSIONERS**

ATTEST:

\_\_\_\_\_  
Diane Kelly, President

\_\_\_\_\_  
Tricia L. Dickert, Twp. Secretary

Tracy J. Fehnel

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**From:** Lynn Mark <lmark@kceinc.com>  
**Sent:** Friday, December 9, 2022 3:33 PM  
**To:** Tracy J. Fehnel; Tom Petrucci  
**Subject:** RE: Request from South Whitehall Township - Professional Fee Schedules for 2023  
**Attachments:** KCE 23 Municipal Fee Schedule.pdf

Please see attached. Our fees increased 5% across the board from last year, mainly due to inflation as well as healthcare and other cost increases. Thank you.

Regards,

Lynn K. Mark  
Controller



2870 Emrick Boulevard  
Bethlehem, PA 18020  
O 610.865.4555 | F 610.758.9009 | [www.KCEinc.com](http://www.KCEinc.com)

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**From:** Tracy J. Fehnel <fehnel@southwhitehall.com>  
**Sent:** Friday, December 09, 2022 2:50 PM  
**To:** Tom Petrucci <petruccit@southwhitehall.com>  
**Subject:** Request from South Whitehall Township - Professional Fee Schedules for 2023  
**Importance:** High

Email to: Professional Services Individuals who provide services to South Whitehall Township

Everyone:

This is our yearly correspondence to you, asking you to forward your 2023 Professional Fee Schedules to us. Please forward to us by Friday, December 16<sup>th</sup>. In your reply, if you will be increasing your rates, please provide an explanation, along with % of increase in rates. When replying, please copy both

**2023 PROFESSIONAL FEE SCHEDULE**

	<b><u>HOURLY RATE</u></b>
SENIOR ENGINEER / PROJECT MANAGER	125.50
PROFESSIONAL LAND SURVEYOR	121.50
PROFESSIONAL GEOLOGIST	136.00
PROJECT ENGINEER / SENIOR ENGINEERING DESIGNER	122.00
ENGINEERING DESIGNER 1	100.50
ENGINEERING DESIGNER 2	109.50
ENGINEERING DESIGNER 3	118.00
REGISTERED LANDSCAPE ARCHITECT	118.00
ENGINEERING TECHNICIAN 1	80.50
ENGINEERING TECHNICIAN 2	89.00
ENGINEERING TECHNICIAN 3	94.50
DRAFTSMAN 1	55.50
DRAFTSMAN 2	63.50
LANDFILL INSPECTOR	111.50
CONSTRUCTION INSPECTOR	91.50
SEWAGE ENFORCEMENT OFFICER	113.00
TYPIST/TECHNICIAN I	56.00
TECHNICIAN II	64.50
EXPERT TESTIMONY	203.00
FIELD SURVEY CREW (1-PERSON)	132.00
FIELD SURVEY CREW (2-PERSON)	164.50
FIELD SURVEY CREW (3-PERSON)	203.00
ELECTRONIC SURVEY EQUIPMENT	8.40
ROBOTIC SURVEY EQUIPMENT	12.70
GPS SURVEY EQUIPMENT	14.60
ALL TERRAIN VEHICLE	136.50 (Per Day)
UTILITY TERRAIN VEHICLE	209.50 (Per Day)
SOIL INFILTRATION EQUIPMENT	29.00 (Per Day)
WATER LEVEL METER	29.00 (Per Day)
TRAFFIC COUNTER	7.00
TRAFFIC MODELING SYSTEM	7.00
PRINTS	7.00 (Each)
PHOTOCOPIES	0.35 (Each)
NIGHT SHIFT DIFFERENTIAL (7PM-6AM)	15.00 (Per Hour)
OUTSIDE SERVICES	(Cost Plus 5%)





**TOWNSHIP OF SOUTH WHITEHALL  
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2023-12  
(Duly Adopted January 4, 2023)**

**A RESOLUTION REAPPOINTING KEYSTONE CONSULTING ENGINEERS  
AS SEWAGE ENFORCEMENT OFFICER FOR SOUTH WHITEHALL TOWNSHIP**

**WHEREAS**, Chapter 72.42 of the Pennsylvania Sewage Facilities Act 537 requires that all municipalities in the State of Pennsylvania appoint a Primary and an Alternate Sewage Enforcement Officer; and,

**WHEREAS**, Keystone Consulting Engineers, Inc., has acknowledged their willingness to perform these duties for the Township of South Whitehall; and,

**WHEREAS**, the Board of Commissioners of the Township of South Whitehall have found Keystone Consulting Engineers, Inc., to be qualified for said appointment.

**NOW, THEREFORE, BE IT RESOLVED** that Keystone Consulting Engineers, Inc., be reappointed Sewage Enforcement Officer for the Township of South Whitehall, to serve at the pleasure of the Board of Commissioners for an unspecified contract term and/or until a successor shall be appointed.

**AND BE IT FURTHER RESOLVED**, that the Sewage Enforcement Officer be paid compensation on an hourly basis, as enumerated in Appendix "A" of this Resolution, for all work performed, and shall, whenever required, furnish the Board of Commissioners and Township Manager with reports, information or estimates of any Township Sewage Enforcement work, or on questions submitted by any of them in their official capacity.

**DULY ADOPTED** this 4<sup>th</sup> day of **January 2023**, by the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, in lawful session duly assembled.

**TOWNSHIP OF SOUTH WHITEHALL  
BOARD OF COMMISSIONERS**

---

Diane Kelly, President

ATTEST:

---

Tricia L. Dickert, Twp. Secretary



December 1, 2022

SOUTH WHITEHALL Township  
4444 Walbert Ave  
Allentown, PA 18104

**APPENDIX - A**

Attention: Mr. Gregg Adams  
Township Manager

RE: 2023 SEO Services  
Schedule of Fees

Dear Gregg:

Please accept this letter as our request for consideration for reappointment as South Whitehall Township's Engineer and Sewage Enforcement Officer (SEO) for 2023. Keystone Consulting Engineers values our relationship that we have established with SOUTH WHITEHALL Township over the past years.

We realize the importance of helping our Municipal clients achieve their project goals in a timely fashion and within budget. It is our commitment to you that we work together to achieve these goals. We believe that our fees are competitive and that our years of municipal experience and our professional staff enable us to provide efficient and cost-effective services.

The following attachments are included to describe the work to be performed and the associated costs.

Attachment I                      2023 Sewage Enforcement Services

Attachment I describe the specific services for which fees are passed on to the user.

The attendance at meetings of the Board of Supervisors and Planning Commission will be provided on an hourly basis, in accordance with the following schedule:

Board of Supervisors – Meeting attendance shall be at a rate of \$113.00 per hour.

Planning Commission Meetings – Meeting attendance shall be at a rate of \$113.00 per hour.

We are very privileged to have SOUTH WHITEHALL Township as our client and we sincerely desire to continue the relationship.

Sincerely,  
KEYSTONE CONSULTING ENGINEERS, INC.

Christopher J. Noll, SEO #01749

## ATTACHMENT I

### SEWAGE ENFORCEMENT SERVICES SOUTH WHITEHALL TOWNSHIP LEHIGH COUNTY, PENNSYLVANIA

#### 2023 FEE SCHEDULE

#### 1. TEST PIT PROFILE ANALYSIS (PROCEDURE FOR PROBE)

- a. Permit Application (Single Lot) - The property owner or his representative will be required to set up an appointment with the Sewage Enforcement Officer (SEO) to arrange for evaluation of the pit, collection of necessary site data, taking of necessary slope readings and notation of all soil mapping information. The owner is required to supply the necessary excavation and any information pertinent to the application. At this time, the SEO will try to answer any questions, which the owner may have in reference to his system planning or permit procedure.

Keystone Consulting Engineers, Inc.'s 2023 fee for this service is \$135.00 per EDU; quantity evaluation \$135.00 per perc test site, i.e. one for the primary site, and one for the secondary if applicable.

- b. Subdivision Planning - The developer is required to supply a drawing of the proposed subdivision delineating proposed subsurface disposal areas (drawn to scale) for each lot and shall have sufficient physical markers to locate these areas in the field according to their individual location on the subdivision plan. At this point, the developer will contact the Township SEO to set up an appointment to arrange for the SEO's evaluation or observation of the pit evaluation. The developer may retain a soil scientist, or other qualified individual(s), to evaluate individual probes. This is typically performed for site suitability and planning module preparation. The developer must provide appropriate oversight and all necessary equipment and labor.

Keystone Consulting Engineers, Inc.'s 2023 fee for this service is \$135.00 per pit observation; quantity observation is \$135.00 per test site, i.e. one for the primary and one for the secondary site.

#### 2. PERCOLATION TEST (LIMITED TO SIX HOLES)

- a. Percolation Test (Complete) - If the site is found suitable under Step 1, arrangements may be made for the performance of percolation tests. In the complete test, the SEO will provide the necessary labor, equipment and materials to properly conduct the test. If test results are unsuitable, the permit applicant or developer would be notified and further testing or incorporation of the proposed lot into surrounding suitable proposed lots would be required.

Keystone Consulting Engineers, Inc.'s 2023 fee for this service is \$630.00

- b. Percolation Test (Partial) - Same as Item 2.a, except that permit applicant or developer would be required to dig the six holes and prepare them properly. The SEO would inspect the presoak and conduct the actual tests with the developer providing the necessary labor, equipment and materials.

Keystone Consulting Engineers, Inc.'s 2023 fee for this service is \$445.00 per test.

- c. Observation of Percolation Test - If the applicant or developer should desire to retain another qualified individual(s) to perform the percolation test and presoak, this option would apply. Prior to the performance of testing, the SEO shall be notified of who will perform the test. If this person(s) is qualified to perform percolation tests, scheduling may proceed. The SEO would then observe and inspect the pre-soak, hole depth and test preparation plus witness and verify test readings.

Keystone Consulting Engineers, Inc.'s 2023 fee for this service is \$395.00 per test; quantity observation \$395.00 per lot, i.e. 2 perc sites, includes both the primary and the secondary sites.

3. PERMIT APPLICATION REVIEW, PERMIT ISSUANCE/DENIAL - After the required testing has been analyzed and an application has been submitted, the SEO will process and notify the applicant of permit approval or denial. Please note that the system design is the responsibility of the applicant and that an incomplete submission will result in appropriate action.

Should the permit be denied per the Department of Environmental Protection's Rules and Regulations, the reasons for denial will be noted and the applicant's right to appeal will be brought to his attention. Copies of all permit correspondence and data will be provided to the applicant and to the Township for their use.

Keystone Consulting Engineers, Inc.'s 2023 fee for this service is \$210.00; additional review time at \$113.00 per hour.

4. SYSTEM REPAIRS

- a. Minor Repair - Repairs that do not include replacement of the treatment tank or absorption area, do require a permit under the Sewage Facilities Act. Installation or repair of building sewers, transmission lines, and other sewerage need to be monitored to assure compliance with slope requirements, as well as no adverse impact on the environment. In these circumstances a report will be generated supplying the appropriate information, i.e. Owner, Contractor, type of repair, etc. This information shall be provided for Township Records.

Keystone Consulting Engineers, Inc.'s 2023 fee for this service is \$290.00.

- b. Repairs - Repairs that entail repair replacement, enlargement of a treatment or retention tank, or the repair, replacement, disturbance, modification or enlargement of a soil absorption area or spray field, or the soil within or under the absorption area or spray field require a permit as described in No. 3 above.

Keystone Consulting Engineers, Inc.'s 2023 fee for this service is \$340.00; additional review time at \$113.00 per hour.

5. PRE-CONSTRUCTION INSPECTION/MEETING - After receipt of a sewage permit, and prior to any lot earth disturbance, the SEO will inspect the site to reaffirm that the designated area for the on-lot system has not been disturbed since earlier testing. During this inspection, the system installer and applicant will be required to meet with the SEO at the site to review Township guidelines and construction procedures.

Keystone Consulting Engineers, Inc.'s 2023 fee for this service is \$220.00.

6. FINAL INSPECTIONS - At the time of system installation and prior to approval to cover, necessary field inspections shall be performed. System installation, grades and distances shall be checked to the standards set forth by DEP and the results of that inspection retained on file.

These include, but are not limited, to:

- a) Surface Preparation/Excavation
- b) Sand / Stone Placement
- c) Final Inspection

Keystone Consulting Engineers, Inc.'s 2023 fee for this service is \$445.00.

7. VALIDITY OF PERMIT (RENEWAL) - If the system is not built within three (3) years from the date of permit issuance, or if the property is transferred within such time, renewal is applicable. The renewal is subject to:

- a) Review of available test data and previous permit.
- b) Verify prior testing as outlined in Item 11 below.

Keystone Consulting Engineers, Inc.'s 2023 fee for this service is \$305.00 per permit renewal.

8. SYSTEM MALFUNCTION - The SEO will investigate the malfunction, establish available data, and coordinate required testing procedures. Any related activities including, but not limited to, dye testing, water sampling and lab test fees, are also included.

Due to variability of malfunctions, the fee will be accrued hourly.

Keystone Consulting Engineers, Inc.'s 2023 fee is \$113.00 per hour.

9. ALTERNATE OR EXPERIMENTAL SYSTEM REVIEW - The SEO shall review and prepare a "Report of Findings" commenting on the applicant's submission.

Keystone Consulting Engineers, Inc.'s 2023 fee for this service is \$113.00 per hour.

10. ADDITIONAL SERVICES - PLANNING, WATER QUALITY, ENVIRONMENTAL - Included is long-range planning, water quality investigation and environmental consulting on basically any specialty assignment the Township would require which is not included in Items 1 through 9. This may include additional malfunction investigation & related activities, dye testing, water samples, etc.

Services will be billed at the rates given in the attached Professional Fee Schedule.

11. VERIFY PRIOR TESTING - This pertains to an applicant whose lot was tested and found acceptable for on-lot sewage disposal, more than three (3) years ago. The SEO will inspect the site to reaffirm that the designated area for the on-lot system has not been disturbed since earlier testing.

This verification is also required under PA Code Title 25 § 72.26(b), when testing was performed or observed by a previous Sewage Enforcement Officer.

If the area shows signs of having been disturbed, the applicant will be required to follow the procedure outlined in Items 1 and 2; if not disturbed, the applicant would advance to Item 3.

Keystone Consulting Engineers, Inc.'s 2023 fee for this service is \$230.00 per inspection.



**SOUTH WHITEHALL TOWNSHIP**  
**LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2023-13**  
**(Duly Adopted January 4, 2023)**

**A RESOLUTION APPOINTING HANOVER ENGINEERING AS  
GEOTECHNICAL ENGINEER FOR THE TOWNSHIP OF SOUTH WHITEHALL**

**WHEREAS**, Hanover Engineering has acknowledged their willingness to perform these duties for the Township of South Whitehall; and

**WHEREAS**, the Board of Commissioners of the Township of South Whitehall has found Hanover Engineering to be qualified for said reappointment.

**NOW, THEREFORE, BE IT RESOLVED**, that Hanover Engineering be reappointed as the Geotechnical Engineer for the Township of South Whitehall, to serve at the pleasure of the Board of Commissioners for an unspecified contract term and/or until a successor shall be appointed.

**AND BE IT FURTHER RESOLVED** that Hanover Engineering, as the Geotechnical Engineer, be paid compensation on an hourly basis, as enumerated in "Appendix – A" of this Resolution, for all work performed, and shall, whenever required, furnish the Board of Commissioners and Township Manager with reports, information or estimates of any Geotechnical Engineering work, or on questions submitted by any of them in their official capacity.

**DULY ADOPTED** this 4<sup>th</sup> day of **January 2023** by the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, in lawful session duly assembled.

**SOUTH WHITEHALL TOWNSHIP**  
**BOARD OF COMMISSIONERS**

---

Diane Kelly, President

**ATTEST:**

---

Tricia L. Dickert, Twp. Secretary



# HanoverEngineering

252 Brodhead Road • Suite 100 • Bethlehem, PA 18017-8944  
Phone: 610.691.5644 • Fax: 610.691.6968 • HanoverEng.com

November 9, 2022

Mr. Tom Petrucci, Township Manager  
South Whitehall Township  
4444 Walbert Avenue  
Allentown, PA 18104-1699

RE: Request for Geotechnical Engineer and  
Alternate Sewage Enforcement Officer  
Reappointment for 2023  
South Whitehall Township, Lehigh County

Dear Mr. Petrucci:

We sincerely thank the Township for the appointment of Hanover Engineering as the Geotechnical Engineer and Alternate Sewage Enforcement Officer during 2022 and respectfully request the opportunity to serve the Township in 2023.

As part of our continued process of business management, we have reviewed our costs of operation and prepared our budgets for 2023. We strive to set our rates as low as possible for our clients while maintaining fiscal stability for our company. In consideration of these factors, we have prepared the enclosed Professional Fee Schedule for 2023.

The Department of Environmental Protection requires appointment of named Sewage Enforcement Officers with their Certification Number at the beginning of each year. The record of your named Sewage Enforcement Officers, as officially approved by the Township, must be transmitted to the Department of Environmental Protection after approval.

The appointment of more than one Officer from Hanover Engineering will ensure coverage and flexibility for any tasks we may need to assist the Township with during the upcoming year. We request the following Officers be included:

Christopher A. Taylor – 03138  
Scott J. Brown – 01716  
Luke E. Eggert – 04090

Jacob A. Schray – 03134  
Justin P. Robbins – 04079

Thank you sincerely for your consideration of Hanover Engineering for the coming year. If you have any questions, please feel free to contact me at 610.691.5644 or by e-mail at [cunangst@hanovereng.com](mailto:cunangst@hanovereng.com).

Respectfully,

HANOVER ENGINEERING

Charles H. Unangst, PE, PLS  
President, Chief Executive Officer

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Enclosure(s)

RECEIVED  
EXECUTIVE DEPARTMENT

NOV 15 2022

SOUTH WHITEHALL TOWNSHIP



**HANOVER ENGINEERING ASSOCIATES, INC  
2023 MUNICIPAL PROFESSIONAL FEE SCHEDULE**

<u>DESCRIPTION</u>	<u>HOURLY RATE</u>
<u>ENGINEER</u>	
Senior Engineer	\$ 126.50
Registered	120.00
Graduate Engineer (Nonregistered)	104.00
<u>CERTIFIED PLANNER</u>	120.00
<u>REGISTERED GEOLOGIST / SENIOR SCIENTIST</u>	120.00
<u>REGISTERED LANDSCAPE ARCHITECT</u>	120.00
<u>TRAFFIC SPECIALIST</u>	120.00
<u>REGISTERED SURVEYOR</u>	113.00
<u>SENIOR PROJECT MANAGER</u>	121.00
<u>ENVIRONMENTAL</u>	
Environmental Specialist	106.00
Environmental Technician	93.00
<u>GIS (GEOGRAPHIC INFORMATION SYSTEMS) WORK</u>	
GIS Specialist	98.50
GIS Technician	83.00
<u>DESIGN / DRAFTING / TECHNICAL WORK</u>	
Senior Designer/Senior Technician	103.50
Design/Calculations/Technician	92.50
Draftsperson 1 (CAD Drafting)	82.50
Draftsperson 3/Technician 3	61.00
<u>GROUND PENETRATING RADAR / GLOBAL POSITIONING SERVICE FIELD PERSON</u>	118.00
<u>ZONING OFFICER / CODES ENFORCEMENT</u>	96.50
<u>SURVEY CREW</u>	
One-Person Field Crew	106.00
Two-Person Survey Crew (2 @ \$81.00 each)	162.00
Three-Person Survey Crew (3 @ \$68.00 each)	204.00
One-Person Crew w/Survey Equipment	135.00
3D Scanning w/One-Person Crew	200.00
<u>CONSTRUCTION OBSERVER / SEWAGE OFFICER</u>	
Highway, Heavy, Commercial, or Residential Construction	85.00
Highway, Heavy, Commercial, or Residential Construction (Senior)	91.50
Certified Sewage Enforcement Officer	83.50
Evaluate Soil Probes (maximum 3 probes per lot)	Lump Sum 270.00
Additional Soil Probes (each additional probe beyond 3 probes)	56.00
Additional Percolation Test Hole (per hole w/standard 6 hole perc test)	42.00
Onlot Sewer Percolation Test (Pass or Fail)	Lump Sum 485.00
Observe Percolation Test	Lump Sum 408.00
<u>SECRETARIAL / WORD PROCESSOR</u>	46.00

- 
1. Travel to and from the job site is chargeable time, with project mileage charged at current IRS rate for region.
  2. Overtime is charged at 1.5 times base rate.
  3. Ordinary overhead expenses are included in the above rates.
  4. Extraordinary expenses required specifically for a particular project will be billed at direct cost plus 5%. Examples of these expenses include special consultants, soil borings costs or testing laboratory charges. All such additional expenses are to be specifically approved by the client prior to their use.
  5. A special rate of \$200.00 per hour is established for formal hearings and court appearances as an expert witness for a Professional Engineer, Geologist, Surveyor, or other professional.
  6. Cost for plan copies is \$0.55 per square foot (black & white); \$2.00 per square foot (color).
  7. Cost for Mylars is \$1.65 per square foot (black & white); \$6.00 per square foot (color).
  8. Cost for photocopies is \$0.25 per page (black & white); \$0.55 per page (color).
  9. Field equipment usage will be charged as follows: Sewage Flow Meter - \$15.00/day, Traffic Counter - \$58.00/day, GPS Locator - \$25.00/day, RTKGPS - \$220.00/day, SUB-RTKGPS - \$55.00/day.
  10. Push Camera - \$12.50/hour for Televising; \$17.00/hour for Televising and Locating Services.



**SOUTH WHITEHALL TOWNSHIP  
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2023-14  
(Duly Adopted January 4, 2023)**

**A RESOLUTION REAPPOINTING HANOVER ENGINEERING AS ALTERNATE  
SEWAGE ENFORCEMENT OFFICER (SEO) FOR THE TOWNSHIP OF SOUTH  
WHITEHALL**

**WHEREAS**, Hanover Engineering has acknowledged their willingness to perform these duties for the Township of South Whitehall; and

**WHEREAS**, the Board of Commissioners of the Township of South Whitehall has found Hanover Engineering to be qualified for said reappointment.

**NOW, THEREFORE, BE IT RESOLVED**, that Hanover Engineering be reappointed as the Alternate Sewage Enforcement Officer (SEO) for the Township of South Whitehall, to serve at the pleasure of the Board of Commissioners for an unspecified contract term and/or until a successor shall be appointed.

**AND BE IT FURTHER RESOLVED** that Hanover Engineering, as the Alternate SEO, be paid compensation on an hourly basis, as enumerated in "Appendix – A" of this Resolution, for all work performed, and shall, whenever required, furnish the Board of Commissioners and Township Manager with reports, information or estimates of any Alternate Sewage Enforcement work, or on questions submitted by any of them in their official capacity.

**DULY ADOPTED** this **4th** day of **January 2024** by the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, in lawful session duly assembled.

**SOUTH WHITEHALL TOWNSHIP  
BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Diane Kelly, President

**ATTEST:**

\_\_\_\_\_  
Tricia L. Dickert, Twp. Secretary



# HanoverEngineering

252 Brodhead Road • Suite 100 • Bethlehem, PA 18017-8944  
Phone: 610.691.5644 • Fax: 610.691.6968 • HanoverEng.com

November 9, 2022

Mr. Tom Petrucci, Township Manager  
South Whitehall Township  
4444 Walbert Avenue  
Allentown, PA 18104-1699

RE: Request for Geotechnical Engineer and  
Alternate Sewage Enforcement Officer  
Reappointment for 2023  
South Whitehall Township, Lehigh County

Dear Mr. Petrucci:

We sincerely thank the Township for the appointment of Hanover Engineering as the Geotechnical Engineer and Alternate Sewage Enforcement Officer during 2022 and respectfully request the opportunity to serve the Township in 2023.

As part of our continued process of business management, we have reviewed our costs of operation and prepared our budgets for 2023. We strive to set our rates as low as possible for our clients while maintaining fiscal stability for our company. In consideration of these factors, we have prepared the enclosed Professional Fee Schedule for 2023.

The Department of Environmental Protection requires appointment of named Sewage Enforcement Officers with their Certification Number at the beginning of each year. The record of your named Sewage Enforcement Officers, as officially approved by the Township, must be transmitted to the Department of Environmental Protection after approval.

The appointment of more than one Officer from Hanover Engineering will ensure coverage and flexibility for any tasks we may need to assist the Township with during the upcoming year. We request the following Officers be included:

Christopher A. Taylor – 03138  
Scott J. Brown – 01716  
Luke E. Eggert – 04090

Jacob A. Schray – 03134  
Justin P. Robbins – 04079

Thank you sincerely for your consideration of Hanover Engineering for the coming year. If you have any questions, please feel free to contact me at 610.691.5644 or by e-mail at [cunangst@hanovereng.com](mailto:cunangst@hanovereng.com).

Respectfully,

HANOVER ENGINEERING

Charles H. Unangst, PE, PLS  
President, Chief Executive Officer

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Enclosure(s)

RECEIVED  
EXECUTIVE DEPARTMENT

NOV 15 2022

SOUTH WHITEHALL TOWNSHIP

**HANOVER ENGINEERING ASSOCIATES, INC  
2023 MUNICIPAL PROFESSIONAL FEE SCHEDULE**

<u>DESCRIPTION</u>	<u>HOURLY RATE</u>
<u>ENGINEER</u>	
Senior Engineer	\$ 126.50
Registered	120.00
Graduate Engineer (Nonregistered)	104.00
<u>CERTIFIED PLANNER</u>	120.00
<u>REGISTERED GEOLOGIST / SENIOR SCIENTIST</u>	120.00
<u>REGISTERED LANDSCAPE ARCHITECT</u>	120.00
<u>TRAFFIC SPECIALIST</u>	120.00
<u>REGISTERED SURVEYOR</u>	113.00
<u>SENIOR PROJECT MANAGER</u>	121.00
<u>ENVIRONMENTAL</u>	
Environmental Specialist	106.00
Environmental Technician	93.00
<u>GIS (GEOGRAPHIC INFORMATION SYSTEMS) WORK</u>	
GIS Specialist	98.50
GIS Technician	83.00
<u>DESIGN / DRAFTING / TECHNICAL WORK</u>	
Senior Designer/Senior Technician	103.50
Design/Calculations/Technician	92.50
Draftsperson 1 (CAD Drafting)	82.50
Draftsperson 3/Technician 3	61.00
<u>GROUND PENETRATING RADAR / GLOBAL POSITIONING SERVICE FIELD PERSON</u>	118.00
<u>ZONING OFFICER / CODES ENFORCEMENT</u>	96.50
<u>SURVEY CREW</u>	
One-Person Field Crew	106.00
Two-Person Survey Crew (2 @ \$81.00 each)	162.00
Three-Person Survey Crew (3 @ \$68.00 each)	204.00
One-Person Crew w/Survey Equipment	135.00
3D Scanning w/One-Person Crew	200.00
<u>CONSTRUCTION OBSERVER / SEWAGE OFFICER</u>	
Highway, Heavy, Commercial, or Residential Construction	85.00
Highway, Heavy, Commercial, or Residential Construction (Senior)	91.50
Certified Sewage Enforcement Officer	83.50
Evaluate Soil Probes (maximum 3 probes per lot)	Lump Sum 270.00
Additional Soil Probes (each additional probe beyond 3 probes)	56.00
Additional Percolation Test Hole (per hole w/standard 6 hole perc test)	42.00
Onlot Sewer Percolation Test (Pass or Fail)	Lump Sum 485.00
Observe Percolation Test	Lump Sum 408.00
<u>SECRETARIAL / WORD PROCESSOR</u>	46.00

1. Travel to and from the job site is chargeable time, with project mileage charged at current IRS rate for region.
2. Overtime is charged at 1.5 times base rate.
3. Ordinary overhead expenses are included in the above rates.
4. Extraordinary expenses required specifically for a particular project will be billed at direct cost plus 5%. Examples of these expenses include special consultants, soil borings costs or testing laboratory charges. All such additional expenses are to be specifically approved by the client prior to their use.
5. A special rate of \$200.00 per hour is established for formal hearings and court appearances as an expert witness for a Professional Engineer, Geologist, Surveyor, or other professional.
6. Cost for plan copies is \$0.55 per square foot (black & white); \$2.00 per square foot (color).
7. Cost for Mylars is \$1.65 per square foot (black & white); \$6.00 per square foot (color).
8. Cost for photocopies is \$0.25 per page (black & white); \$0.55 per page (color).
9. Field equipment usage will be charged as follows: Sewage Flow Meter - \$15.00/day, Traffic Counter - \$58.00/day, GPS Locator - \$25.00/day, RTKGPS - \$220.00/day, SUB-RTKGPS - \$55.00/day.
10. Push Camera - \$12.50/hour for Televising; \$17.00/hour for Televising and Locating Services.



**SOUTH WHITEHALL TOWNSHIP  
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2023-15  
(Duly Adopted January 4, 2023)**

**A RESOLUTION REAPPOINTING SPOTTS, STEVENS AND MCCOY AS THE  
SOUTH WHITEHALL TOWNSHIP UTILITY ENGINEER**

**WHEREAS**, Spotts, Stevens and McCoy have acknowledged their willingness to perform these duties for the Township of South Whitehall; and

**WHEREAS**, the Board of Commissioners of the Township of South Whitehall has found Spotts, Stevens, and McCoy to be qualified for said reappointment.

**NOW, THEREFORE, BE IT RESOLVED**, that Spotts, Stevens and McCoy be reappointed as the Utility Engineer for the Township of South Whitehall, to serve at the pleasure of the Board of Commissioners for an unspecified contract term and/or until a successor shall be appointed.

**AND BE IT FURTHER RESOLVED** that Spotts, Stevens and McCoy as the Township Utility Engineer be paid compensation on an hourly basis, as enumerated in "Appendix – A" of this Resolution, for all work performed, and shall, whenever required, furnish the Board of Commissioners and Township Manager with reports, information or estimates of any utility engineer work, or on questions submitted by any of them in their official capacity.

**DULY ADOPTED** this 4<sup>th</sup> day of **January 2023** by the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, in lawful session duly assembled.

**SOUTH WHITEHALL TOWNSHIP  
BOARD OF COMMISSIONERS**

---

Diane Kelly, President

**ATTEST:**

---

Tricia L. Dickert, Twp. Secretary



November 11, 2022

Mr. Thomas Petrucci  
Township Manager  
South Whitehall Township  
4444 Walbert Avenue  
Allentown PA 18104

## APPENDIX - A

RE: Engineering Services  
SSM File 103400.STUF

Dear Mr. Petrucci:

Thank you for the opportunity to have served you during the past year. We appreciate your confidence in our work and value the relationship we have forged. It is our goal to continually provide value to you and earn your trust. We look forward to continuing to help you serve your community in 2023.

2022 seemed to be an amazingly busy year for all of us as we realized a tight labor market on seemingly all fronts, and weathered the all too common supply chain issues, all while trying to get our jobs done and serve the public. Through it all we enjoyed working as part of your team and serving your community. We especially appreciated the opportunity to work with you on the various utility projects and plan reviews. We remain committed to providing the same responsiveness and flexibility in 2023 in order to help you meet your goals.

We have attached our billing rates for 2023. You will see that these rates represent an overall increase of approximately 6 percent compared to our 2022 rates. As always we seek to minimize any increase in rates. This increase is based upon a number of factors, including the overall general inflation surge currently being experienced, significant labor market pressures, and cost increases (e.g. Health Care) being passed on to us.

It is our privilege to serve South Whitehall Township and we value our long-standing relationship. We remain committed to provide you with the highest quality and responsive service you expect and deserve. If you have concerns or questions, please do not hesitate to contact me.

Sincerely,  
Spotts, Stevens and McCoy

A handwritten signature in blue ink that reads "Jason M. Newhard".

Jason M. Newhard, CCM, LO  
Manager,  
Construction Management and Field Services  
jason.newhard@ssmgroup.com

Enclosure





## Spotts, Stevens and McCoy | 2023 Rate Schedule

[VALID THROUGH DECEMBER 31, 2023]

Description <sup>(1)</sup>	Hourly Rate
Administrative Support	\$60
Technician, Project Support	\$88
Design Drafter, Specialist I, GIS Technician, Project Representative, Construction Observer, Graduate Surveyor	\$102
Designer, Graduate Planner, Specialist II, Senior Project Representative, Senior Construction Observer, Graduate Engineer, Graduate Geologist, Environmental Specialist, GIS Specialist, IEQ Specialist, Graduate Landscape Architect, Technical Specialist, Survey Crew Chief, Energy Specialist	\$120
Senior Designer, Surveyor, Planner, Specialist III, GIS Analyst, Senior Environmental Specialist, Engineer, Geologist, Senior Survey Crew Chief, Energy Analyst, Senior Graduate Geologist, Senior Graduate Engineer	\$130
Project Engineer, Project Geologist, Specialist IV, Registered Landscape Architect, Senior Industrial Hygienist, Certified Planner, Project Manager, Construction Specialist, Senior Planner, Senior Surveyor, Sr. GIS Analyst	\$144
Technical Manager, Senior Engineer, Senior Geologist, Senior Certified Planner, Senior EHS Specialist, Senior Project Manager, Senior Registered Landscape Architect, Specialist V, Senior Technical Specialist	\$152

These rates apply to all projects executed and billed on a standard time and expense basis. These rates do not include applicable sales tax. Project related expenses chargeable to the client include travel and living expenses for all personnel required to be away from the office in connection with the work; postage and shipping costs of samples and other materials; job expendable materials and supplies; special equipment rental; printing; reproduction; and the use of SSM Group, Inc. and its employees' vehicles. Overtime rates of 1.5 times normal rates apply to non-exempt employees for projects requiring overtime previously approved by the client. The services of outside consultants or specialists are charged at cost plus ten percent (10%). Standard billing terms apply.

- <sup>(1)</sup> The terms "Engineer", "Land Surveyor" and "Geologist" are strictly limited to those individuals who are registered professionals in their respective disciplines. Use of these terms in titles or by reference is governed by the Engineer, Land Surveyor and Geologist Registration Law, 63 P.S. § 148 et seq and Regulations of the State Registration Board for Professional Engineers, Land Surveyors and Geologists, 49 PA CODE, Chapter 37.

The Specialist categories above include graduate engineers, graduate land surveyors and graduate geologists not registered in Pennsylvania.



**SOUTH WHITEHALL TOWNSHIP  
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2023-16  
(Duly Adopted January 4, 2023)**

**A RESOLUTION REAPPOINTING BARRY ISETT & ASSOCIATES  
AS THE RESIDENTIAL INSPECTOR FOR SOUTH WHITEHALL TOWNSHIP**

**WHEREAS** Barry Isett & Associates has acknowledged their willingness to perform these duties for the Township of South Whitehall; and,

**WHEREAS**, the Board of Commissioners of the Township of South Whitehall has found Barry Isett & Associates to be qualified for said reappointment.

**NOW, THEREFORE, BE IT RESOLVED**, that Barry Isett & Associates be reappointed as the Residential Inspector for the Township of South Whitehall, to serve at the pleasure of the Board of Commissioners for an unspecified contract term and/or until a successor shall be appointed.

**AND BE IT FURTHER RESOLVED**, that the Residential Inspector be paid compensation as enumerated in Appendix "A" of this Resolution, for all work performed, and shall, whenever required, furnish the Board of Commissioners and Township Manager with reports, information or estimates of any Residential Inspection work, or on questions submitted by any of them in their official capacity.

**DULY ADOPTED** this 4<sup>th</sup> day of **January 2023**, by the Board of Commissioners of the Township of South Whitehall, Lehigh County Pennsylvania, in lawful session duly assembled.

**TOWNSHIP OF SOUTH WHITEHALL  
BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Diane Kelly, President

ATTEST:

\_\_\_\_\_  
Tricia L. Dickert, Twp. Secretary



📍 85 South Route 100, Allentown, PA 18106  
☎ 610.398.0904 📠 610.481.9098  
🌐 barryisett.com

September 8, 2022

**To:** Herb Bender, South Whitehall Township Manager/Director of township operations.  
**Copy to:** John G. Frantz  
**Email:** benderh@southwhitehall.com  
**Address:** 4444 Walbert Avenue, Allentown, PA 18104

**RE: 2023 RATES – PENNSYLVANIA UNIFORM CONSTRUCTION CODE**  
South Whitehall Township, Lehigh County, PA

Barry Isett & Associates, Inc. (Isett) began providing Pennsylvania Uniform Construction Code Services to South Whitehall Township in 2020. Since that time, although Isett's rates for those services have increased, we did not increase the rates we charged many of our established clients, including South Whitehall Township.

With 2021 inflation rates exceeding 4% and 2022 inflation rates exceeding 8%, it has become increasingly difficult for Isett to absorb the cost increases we experience every year. For 2023, we need to propose a rate increase for Pennsylvania Uniform Construction Code Services.

Although our rates increased by more than 50% since the implementation of this fee schedule, we are proposing a 10% increase due to our long-standing relationship with the Township. Please see the attached proposed 2023 fee schedule.

Should you have any questions, please feel free to contact me at 610-723-7733 or gkurtz@barryisett.com.

Sincerely,

Gregory Kurtz, BCO  
Lehigh Valley Operations Manager  
Code Department

**SOUTH WHITEHALL TOWNSHIP**  
**Fee Schedule**

**Residential Building Plan Review/Inspection & Other Services**  
Valid through December 31, 2023

**INCLUDES PLAN REVIEW & INSPECTIONS FOR ALL DISCIPLINES**

Building, Energy, Plumbing, Mechanical (HVAC), & Electrical

Type	Fee	Number of Site Visits*
Single Family Dwelling	\$990 up to 3,500 SF \$22 for each additional 100 SF (or portion thereof)	12
Additions	\$660 up to 500 SF \$22 for each additional 100 SF (or portion thereof)	7
Renovations or Alterations	\$495 up to 500 SF \$17 for each additional 100 SF (or portion thereof)	5
Accessory Structure	\$275 up to 500 SF \$17 for each additional 100 SF (or portion thereof)	3
Manufactured Housing Mobile or with axle capabilities per unit on piers	\$303	3
Manufactured Housing Mobile or with axle capabilities per unit with basement	\$523	6
Industrialized Housing (Modular)	\$605 up to 3,500 SF \$11 for each additional 100 SF (or portion thereof)	7
Deck or Patio	\$220 up to 200 SF \$17 for each additional 100 SF (or portion thereof)	3
Deck, Patio, or Porch w/ roof	\$330 up to 200 SF \$17 for each additional 100 SF (or portion thereof)	4
Above-Ground Pool/Spa	\$198	2
In-Ground Pool	\$330	4
Solar and Photovoltaic Panel System installations (roof or ground mounted)	\$220 plus \$4 per panel	3
Minor Alterations Minor Alterations/Demolition 1/ 2 disciplines	\$198	2
Plumbing Up to 5 fixtures Each additional fixture	\$83 \$6	1
HVAC First system in an existing residence or unit replacement in an existing residence Each additional unit	\$75 \$30	1
Electric Electric service inspection Minor alteration	\$138 \$132	1 2

SOUTH WHITEHALL TOWNSHIP  
Fee Schedule

**NOTES AND ADDITIONAL SERVICES**

Plan review re-submission for incomplete or denied plans	\$66 / hr.**
Inspections only, re-inspections or additional inspections	\$66 / hr.
Consultation, site visits and/or attendance at meetings with applicants, Township Officials, or staff	\$66 / hr.
Administration services (beyond typical permitting process)	\$44 / hr.
*If the number of site visits exceeds the number listed above, the applicant will be charged for each additional inspection.	\$66 / hr.

**Residential Building Plan Review/inspection & Other Services**  
Valid through December 31, 2023

**All hourly rates are based on a one-hour minimum fee.
May require building plans and specifications to be stamped and/or sealed by a design professional licensed in the Commonwealth of Pennsylvania. This would typically apply to non-conventional type construction or structures.
All listed fees containing a square foot price are calculated on the industry standard square footage basis measured outside-to-outside dimensions of all levels of the structure and shall include basements, bays, hallways, stairways, utility/mechanical rooms, storage rooms, lobbies, attached garages, foyers, elevators, decks, covered patios, porches, and attics that have a minimum headroom height of six feet.

**SOUTH WHITEHALL TOWNSHIP  
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2023-17  
(Duly Adopted January 4, 2023)**

**A RESOLUTION REAPPOINTING KEYCODES INSPECTION AGENCY AS THE  
COMMERCIAL INSPECTOR FOR SOUTH WHITEHALL TOWNSHIP**

**WHEREAS** KeyCodes Inspection Agency has acknowledged their willingness to perform these duties for the Township of South Whitehall; and,

**WHEREAS**, the Board of Commissioners of the Township of South Whitehall has found KeyCodes Inspection Agency to be qualified for said reappointment.

**NOW, THEREFORE, BE IT RESOLVED**, that KeyCodes Inspection Agency be reappointed as the Commercial Inspector for the Township of South Whitehall, to serve at the pleasure of the Board of Commissioners for an unspecified contract term and/or until a successor shall be appointed.

**AND BE IT FURTHER RESOLVED**, that the Commercial Inspector be paid compensation as enumerated in "Appendix A" of this Resolution, for all work performed, and shall, whenever required, furnish the Board of Commissioners and Township Manager with reports, information or estimates of any Commercial Inspection work, or on questions submitted by any of them in their official capacity.

**DULY ADOPTED** this 4<sup>th</sup> day of **January 2023** by the Board of Commissioners of the Township of South Whitehall, Lehigh County Pennsylvania, in lawful session duly assembled.

**TOWNSHIP OF SOUTH WHITEHALL  
BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Diane Kelly, President

ATTEST:

\_\_\_\_\_  
Tricia L. Dickert, Twp. Secretary





Phone 610.866.9663  
Fax 610.866.2664

www.keycodes.net  
info@keycodes.net

### 2023 Fee Schedule – Commercial Building Inspection Services

#### New Construction and Additions:

Base Fee (BF) \$550.00 plus plan review

#### Plan Review Fees –

First 25,000 square feet	\$300.00
25,001 to 250,000 square feet	\$600.00
Over 250,000 square feet	\$1100.00

#### Building Gross Square Footage                      New Construction (All Disciplines)

	<u>Max # of inspections</u>	<u>Permit Fee</u>
1 to 2000	8	Base Fee Only
2001 to 5000	11	BF + \$0.24 per sq. ft.
5001 to 10,000	14	BF + \$0.23 per sq. ft.
10,001 to 25,000	18	BF + \$0.20 per sq. ft.
25,001 to 50,000	20	BF + \$0.18 per sq. ft.
50,001 to 100,000	25	BF + \$0.16 per sq. ft.
100,001 to 200,000	30	BF + \$0.12 per sq. ft.
200,001 to 300,000	40	BF + \$0.10 per sq. ft.
Over 300,001		Quote

#### Alterations, Renovations or tenant “fit-out”:

Base Fee (BF) \$425.00 plus plan review

#### Plan Review Fees –

First 25,000 square feet	\$240.00
25,001 to 250,000 square feet	\$480.00
Over 250,000 square feet	\$900.00

#### Building Gross Square Footage                      Alterations and Renovations (All Disciplines)

	<u>Max # of inspections</u>	<u>Permit Fee</u>
1 to 2000	6	Base Fee Only
2001 to 5000	7	BF + \$0.19 per sq. ft.
5001 to 10,000	7	BF + \$0.17 per sq. ft.
10,001 to 25,000	8	BF + \$0.16 per sq. ft.
25,001 to 50,000	8	BF + \$0.13 per sq. ft.
50,001 to 100,000	10	BF + \$0.12 per sq. ft.
100,001 to 300,000	12	BF + \$0.07 per sq. ft.
Over 300,001		Quote

## 2023 Fee Schedule – Commercial Inspection Service (continued)

### One or Two Disciplines Only:

Base Fee (BF) \$125.00 plus plan review

#### Plan Review Fees –

First 25,000 square feet \$150.00

25,001 to 250,000 square feet \$225.00

Over 250,000 square feet \$300.00

Fee for minor plan review as determined by Code Official - \$85.00

### Building Gross Square Footage                      Alterations and Renovations (All Disciplines)

	<u>Max # of inspections</u>	<u>Permit Fee</u>
<u>Minor Alteration/Change of Use*</u>	1	Base Fee Only
<u>1 to 2000</u>	3	BF+ \$0.08
<u>2001 to 5000</u>	3	BF + \$0.08 per sq. ft.
<u>5001 to 10,000</u>	4	BF + \$0.08 per sq. ft.
<u>10,001 to 25,000</u>	4	BF + \$0.07 per sq. ft.
<u>25,001 to 50,000</u>	5	BF + \$0.06 per sq. ft.
<u>50,001 to 100,000</u>	5	BF + \$0.05 per sq. ft.
<u>100,001 to 300,000</u>	6	BF + \$0.04 per sq. ft.
<u>Over 300,001</u>		Quote

\* Minor alteration/change of use for 1 or 2 disciplines project with one site visit. If the project is not square footage based and requires 2-3 visits, it shall be invoiced at \$425.00

### Types of Inspections

Include but not limited to the following: Footer, Foundation, Building, Accessibility and Energy Rough-ins, Insulation, Wallboard, Building, Accessibility and Energy Finals

### Building and Sub-Code Plan Review Fees –

	<u>New Const.</u>	<u>Alteration</u>	<u>1 or 2 Disciplines</u>
First 25,000 square feet	\$300.00	\$250.00	\$150.00
25,001 to 250,000 square feet	\$600.00	\$500.00	\$225.00
Over 250,000 square feet	\$1100.00	\$900.00	\$300.00

Fee for minor plan review as determined by Code Official - \$85.00

**Re-submission** for reviews as a result of incomplete or denial of plans or plan revisions.

\$300.00 minimum fee.

\$ 85.00 per hour for one or two disciplines.

**Special Flat Rate for Building Sub-code (including plan review fees):**

**Fire Protection – Sprinklers and Standpipes:**

\$400.00 - Including first 200 heads and one standpipe  
\$0.42 - per sprinkler head (for over 200 heads)  
\$125.00 - per standpipe (for over one standpipe)

**Fire Alarm System:**

\$210.00 Building Only – Up to 5000 square feet  
\$330.00 Building Only – 5001 - 10,000 square feet  
\$600.00 Building Only – 10,001 - 50,000 square feet  
\$1200.00 Building Only – Over 50,000 square feet

**Sprinkler Water Main (up to 2 Fire Hydrants)**

\$200.00  
\$ 50.00 – Each additional Fire Hydrant (each)

**Fire Pump (each):**

\$210.00

**Commercial Kitchen Exhaust (Per Hood) (includes building, mechanical and electrical as needed):**

\$400.00 – Type 1 - Including hood installation and suppression system  
\$210.00 – Suppression system only (in existing hood)  
\$300.00 – Hood installation only

**Signs - Parallel, Projecting, or Freestanding Signs  
(Up to 100 square feet):**

\$330.00 - (includes building) – Up to two visits  
\$ 2.00 - Each additional square foot over 100)  
\$60.00 – Each additional sign per building permit application

**Racking Systems (i.e. warehouses):**

\$500.00 – Building Only - Up to 10,000 square feet  
\$1000.00 – Building Only - 10,001 – 50,000 square feet  
\$1500.00 – Building Only – Over 50,000 square feet

**Roof Replacement:**

\$400.00 – (one site visit) (first 5000 square feet)  
\$ 30.00 – Each additional 5000 square feet  
\$ 85.00 – Adder for insulation inspection when needed

**Demolition/Razing Permit:**

\$ 200.00 - First 1000 square feet  
\$ 20.00 – Each additional 1000 sq. feet

**Cell Tower Co-locate (on existing structures):**

\$330.00 - (includes building only) – Up to two visits

**Temporary Tent or Trailer:**

\$200.00 - (one site visit)

**Wind Turbine and Solar Photovoltaic Systems  
(includes building) :**

\$360.00 – for first 5kw rating of system  
\$30.00 - for each additional 5kw rating of system

**Minor Alteration as Determined  
by the Code Official (building only):**

\$225.00

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**Footing/Foundation Only Fees (includes plan review and inspections for the footing and foundation only):**

First 25,000 square feet	\$1200.00
25,001 to 250,000	\$3600.00
Over 250,000 square feet	\$6000.00

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# Keycodes Inspection Agency

PO Box 391  
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## Additional Commercial Building Inspections, re-inspections and Consultation Fees:

Additional inspections made necessary by failure of the builder or contractor to have work ready for inspection after a request for inspection has been made, or failure of the builder or contractor to correct a previously noted deficiency, or inspections required in excess of those to be provided under the original fee.

\$85.00 per hour with one-hour minimum

### Consultation Fees:

Consultation and or attendance at meetings with applicants, Township Officials or Staff, Building Code Board of Appeal meetings or special site visits or meetings.

\$85.00 per hour with one-hour minimum

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## Fee Calculation

All fees containing a square foot price will be computed on a calculated square footage basis as measured outside-to-outside dimensions of all levels of the structure, and shall include basements, bays, hallways, stairways, utility/mechanical rooms, storage rooms, lobbies, attached garages, foyers, elevators, decks and attics that have a minimum headroom of six feet.

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## Administrative Fees

\$45.00 per hour with a minimum of one hour.

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## 2023 Commercial Electrical sub-code fee: plus plan review

### Plan Review Fees –

First 25,000 square feet \$170.00

25,001 to 250,000 square feet \$225.00

Over 250,000 square feet \$300.00

Fee for minor plan review as determined by Code Official - \$85.00

### WIRING OUTLET QUANTITIES:

\$170.00 – 1 to 25 outlets or devices

\$25.00 – each additional 25 outlets or devices

(Please note that an outlet or device is a receptacle, light, switch, etc.)

### Maximum Number of Inspections:

2

1

### SERVICES AND FEEDERS:

\$90.00 – 200 Amps or less

\$130.00 – 400 Amps or less

\$180.00 – 800 Amps or less

\$200.00 – 1000 Amps or less

\$240.00 – 1500 Amps or less

\$360.00 – 2000 Amps or less

\$480.00 – Over 2000 Amps

\$ 50.00 – Cost for Additional Panel (at reviewer's discretion)

(x3) Multiplier for above items for voltages over 600

### HEATING AND AIR CONDITIONING UNITS:

\$70.00 – up to 50 kW for first unit

\$30.00 – up to 50 kW for each additional unit

\$90.00 – 51 – 100 kW for first unit

\$40.00 – 51 kW – 100 kW for each additional unit

\$120.00 – over 100 kW for first unit

\$50.00 – over 100 kW for each additional unit

### TRANSFORMERS AND MOTORS:

\$60.00 – up to 25hp or 50 Kva

\$70.00 – 26 to 50hp or 51 to 100 kVA

\$90.00 – 51 to 100hp or 101 to 200 kVA

\$120.00 – 101 to 200hp or 201 to 500 kVA

\$180.00 – over 200hp or 500 kVA

(x3) Multiplier for above items for voltages over 600

### GENERATORS, VAULTS, SUBSTATIONS, ETC.:

\$150.00 - Up to 10KW/KVA

\$180.00 – 10 to 20KW/KVA

\$220.00 – 21 to 100KW/KVA

\$300.00 – 101 to 200KW/KVA

\$360.00 – 201 – 500KW/KVA

\$480.00 – over 500KW/KVA

(x3) Multiplier for above items for voltages over 600

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## Electrical Fees (Continued):

### MISCELLANEOUS FEES:

- \$110.00 – Sign for first unit
- \$ 50.00 – Sign for each additional unit
- \$550.00 – Commercial Swimming Pool State of PA 3-year certification. This is per inspection – pass or fail.
- \$90.00 – Per Hour for Triennial State Required Pool Bonding Inspection (\$225.00 Minimum)
  - \$75.00 Each additional pool or hot tub inspected at same time as main public pool.
- \$125.00 – Protective Signaling Systems
- \$30.00 – Site Light and or pole standard (each)

### WIND TURBINE AND SOLAR PHOTOVOLTAIC SYSTEMS:

- \$60.00 – Transfer, disconnect, metering or inverter equipment (each)
- \$150.00 – for first 5kw rating of system
- \$30.00 - for each additional 5kw rating of system

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## 2023 Commercial Plumbing sub code fee: plus plan review

### Plan Review Fees –

- First 25,000 square feet \$170.00
- 25,001 to 250,000 square feet \$225.00
- Over 250,000 square feet \$300.00
- Fee for minor plan review as determined by Code Official - \$85.00

	<u>Max. # of Inspections</u>	<u>FEE</u>
First Seven Fixtures	3	\$240.00
Each Additional Fixture		\$30.00
Water/Sewer Connection New, Repair or Replace	2	\$180.00
Well Drilling	2	\$180.00

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\$ 85.00 - MINIMUM INSPECTION FEE (PER VISIT)

\$ 125.00 - MINIMUM PERMIT FEE

\$ 30.00 - COST TO ISSUE PERMIT OR CERTIFICATE OF OCCUPANCY

\$ 50.00 – COST TO COLLOCATE PLANS (per set of plans)

\$ 30.00 – COST TO MAKE 8 ½ X 11” COPIES PLUS \$1.00 PER PAGE.

\$ 50.00 – COST TO MAKE COPIES LARGER THAT 8 ½ X 11” PLUS 2.50 PER PAGE.

\$ 4.50 – STATE PERMIT FEE (COLLECTED FOR STATE)

Please call 610-866-9663 for any costs not included on these sheets or with any questions.

# Keycodes Inspection Agency

PO Box 391  
Bethlehem, Pennsylvania 18016-0391

Phone 610.866.9663  
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## 2023 Fee Schedule – Residential Inspection Services

### FLAT RATE COSTS INCLUDING PLAN REVIEW (NEW CONSTRUCTION ONLY)

#### RESIDENTIAL DEPOSIT (DUE AT TIME OF SUBMITTAL):

\$ 75.00 (This is non-refundable but will be credited to your account for all flat rate projects listed for your specific project. ALL PLANS MUST BE COLLATED.)

#### RESIDENTIAL DWELLING PACKAGE:

\$ 1000.00 (Up to 2500 Square feet)  
Includes building, mechanical, energy, plumbing and electrical  
– Up to (12) site visits included  
\$ 100.00 Cost for each 1 - 500 additional square feet above 2500

#### INDUSTRIALIZED (MODULAR) HOMES (or manufactured homes over full basement):

\$ 550.00 Includes building, mechanical, energy, plumbing and electrical  
– Up to six site visits included

#### MANUFACTURED (MOBILE) HOMES:

\$ 480.00 Includes building and electrical  
Building – Up to three site visits– electrical – Up to two site visits

#### BASEMENT FINISH OR INTERIOR ALTERATION:

\$ 480.00 Includes building, energy and electrical  
– Up to five site visits  
\$ 120.00 Additional cost for any plumbing in renovation (requires plumbing inspections)  
\$ 120.00 Additional cost for any new HVAC units (requires mechanical inspections)

#### ADDITIONS:

\$ 660.00 (Up To 750 Square Feet)  
Includes building, energy and electrical  
– Up to seven site visits  
\$ 100.00 Cost for each 1 - 500 additional square feet above 750  
\$ 120.00 Additional cost for any plumbing in addition (requires plumbing inspections)  
\$ 120.00 Additional cost for any new HVAC units (requires mechanical inspections)

#### ROOF STRUCTURE (over deck or patio)

\$ 390.00 Includes building only – Up to four site visits

#### CONCRETE SLAB:

\$ 125.00 Building - one inspection

#### DECKS:

\$ 240.00 Building – Up to two inspections for decks over 48” or more above ground  
\$ 300.00 Building – Up to three inspections for decks less than 48” above ground

#### SWIMMING POOLS:

\$ 240.00 (ABOVE-GROUND)  
Building, electrical – Up to two site visits  
\$ 390.00 (IN-GROUND)  
Building, electrical – Up to four site visits  
\$ 240.00 (SPA OR HOT TUB)  
Building, electrical – Up to two site visits

#### ACCESSORY STRUCTURES:

(up to 1000 square feet)  
Includes building and energy  
\$390.00 – Up to four site visits  
\$ 100.00 Cost for each 1 – 500 additional square feet above 1000

## 2023 Fee Schedule – Residential Inspection Services

### FLAT RATE COSTS (NEW CONSTRUCTION ONLY) - CONTINUED:

#### DEMOLITION:

- \$ 125.00 (includes first 2000 square feet)
- \$ 30.00 (for each additional 500 square feet)

#### ROOF REPLACEMENT:

- \$110.00 - includes one site visit

#### MINOR ALTERATION (at the discretion of the inspector):

- \$ 150.00 – includes one site visit
- \$ 250.00 – includes up to two site visits
- \$ 325.00 – includes up to three site visits

#### POLE BUILDING

- \$240.00 - Building only – up to two site visits

#### RETAINING WALL:

- \$ 300.00 – includes up to three site visits

#### POOL FENCE REPLACEMENT:

- \$150.00 – includes one site visit

#### PHOTOVOLTAIC (SOLAR) or WIND TURBINE ALTERNATE POWER SYSTEMS:

- \$ 225.00 Roof Mounted First 5kw of system – Building and electric two total site visits.
- \$ 30.00 Each additional 5kw of system.
  
- \$ 375.00 Ground Mounted First 5kw of system – Building and electric four total site visits.
- \$ 30.00 Each additional 5kw of system.

#### GENERATOR (back up power) OR GEOTHERMAL SYSTEMS:

- \$ 300.00 – Up to three visits – Building, Mechanical and Electrical Only

**NOTE: ALL FLAT FEES LISTED ABOVE INCLUDE PLAN REVIEW**

### OTHER THAN FLAT RATE AND OTHER SUB CODES: (Must add plan review to fees as applicable.)

#### RESIDENTIAL BUILDING INSPECTIONS (when not included in flat rate pricing):

- \$ 75.00 per hour with one hour minimum

#### RESIDENTIAL PLANS EXAMINATION (when not included in flat rate pricing):

- \$ 75.00 per hour with a one hour minimum

#### PLUMBING SUB-CODE FEES (when not included in flat rate pricing):

- \$ 150.00 Including first (6) trapped fixtures – Up to two site visits
- \$ 12.00 per each additional trapped fixture(s)
- \$ 80.00 - new water line
- \$ 125.00 - Sanitary Sewer Hook-up (each lateral)
- \$ 80.00 – Water Heater replacement (plus electric)
- \$ 150.00 – Residential Sprinkler System

#### MECHANICAL SUB-CODE FEES (when not included in flat rate pricing):

- \$ 150.00 Including first unit or ductwork alterations – Up to two site visits
- \$ 30.00 per each additional mechanical unit. (Units include each air handler and exhaust units over 150CFM, excluding commercial kitchen exhaust.)
- \$ 150.00 Freestanding Stove
- \$ 80.00 HVAC replacement (plus electric)

# Keycodes Inspection Agency

PO Box 391  
Bethlehem, Pennsylvania 18016-0391

## RESIDENTIAL ELECTRICAL SUB CODE FEES (when not included in flat rate pricing):

### RESIDENTIAL UNITS, FLAT RATE (New Construction):

- \$ 150.00 - Single Family with up to 200 Amp Service – Up to two visits.
- \$ 200.00 – Single Family with up to 400 Amp Service – Up to two visits.

### INDUSTRIALIZED (MODULAR) HOMES OR MANUFACTURED (MOBILE) HOMES:

- \$ 150.00 – Single Family with up to 200 Amp Service – Up to two visits.

### BASEMENT OR INTERIOR RENOVATIONS:

- \$ 150.00 – For up to 25 outlets (plus heat) – Up to two visits.
  - \$ 15.00 – For each additional 25 outlets
- (Please note that an outlet is a receptacle, light, smoke detector, etc.)

### ADDITIONS AND ACCESSORY STRUCTURES:

- \$ 150.00 – For up to 25 outlets (plus heat) – Up to two visits.
  - \$ 15.00 – For each additional 25 outlets
- (Please note that an outlet is a receptacle, light, smoke detector, etc.)

### SERVICE ONLY:

- \$ 90.00 – 200 Amps or less
  - \$ 130.00 – 400 Amps or less
  - \$ 180.00 – 800 Amps or less
  - \$ 40.00 – Each additional meter or panel inspected per service.
- Please note that all service inspections include one visit only.

### SWIMMING POOLS (electric only):

- \$ 150.00 – Above Ground – Up to two visits.
- \$ 240.00 – In Ground – Up to three visits.
- \$ 150.00 – Spa or Hot Tub – Up to two visits.

### HEATING AND AIR CONDITIONING UNITS:

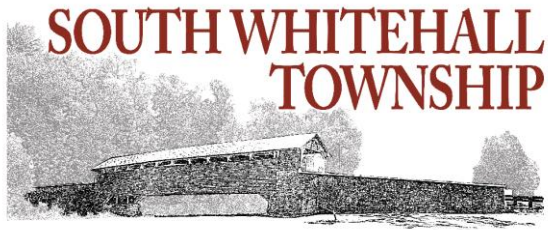
- \$ 50.00 – (per unit)
- \$ 40.00 – Baseboard (first unit)
- \$ 10.00 – Baseboard (each additional unit)

### MISCELLANEOUS FEES:

- \$ 90.00 – Residential security/fire alarm systems
- \$ 160.00 – EV Charging Station
- \$ 225.00 – Wind Turbine – Up to 5kw – Up to two visits.
- \$ 225.00 – Solar Photovoltaic Systems – Up to 5kw – Up to two visits.
- \$ 25.00 – Solar Photovoltaic and Wind Turbine Systems – Each additional 5kw rating of system.
- \$ 210.00 – Generator (electric only) – (22KW or less) (Use commercial fee schedule if over 22KW)
  
- \$ 75.00 - COST (PER VISIT) FOR ADDITIONAL VISITS OR CONSULTATION
- \$ 75.00 - RE-INSPECTION FEE FOR VIOLATIONS (PER VISIT)
- \$ 75.00 - MINIMUM INSPECTION FEE (PER VISIT)
- \$ 125.00 - MINIMUM PERMIT FEE
- \$ 50.00 – COST TO COLLATE PLANS per set of plans
- \$ 30.00 - COST TO ISSUE PERMIT OR CERTIFICATE OF OCCUPANCY
- \$ 30.00 – COST TO MAKE 8 ½ X 11” COPIES PLUS \$1.00 PER PAGE.
- \$ 50.00 – COST TO MAKE COPIES LARGER THAN 8 ½ X 11” PLUS 2.50 PER PAGE.
- \$ 4.50 – STATE PERMIT FEE (COLLECTED FOR STATE)

Please call 610-866-9663 for any costs not included on these sheets or with any questions.





**MEMORANDUM FOR  
AGENDA ITEMS**

<b>TO:</b>	Board of Commissioners
<b>FROM:</b>	Gregg R. Adams, Planner
<b>DATE:</b>	December 28, 2022
<b>SUBJECT:</b>	2023 Fee Schedule Update
<b>COPY TO:</b>	T. Petrucci, D. Manhardt, T. Dickert, H. Bender, G. Dorney, T. Fehnel

● **Background Information:**

The Board of Commissioners adopted the Unified Fee Schedule, effective June 1, 2013, and amended it from time to time as needed. The most recent amendment was adopted on January 19, 2022 to increase the Check Return Fee by \$1; to increase the Police Service Extra Duty Overtime Rates \$9/hour from \$56 to \$65 for the Parkland School District and \$8/hour from \$67 to \$75 for all others; and to add the rental of Pavilion #3 into the Full-Day Disc Golf Course Rental, and split the Camp Charge into ½-Day and Full-Day Rates, with the ½-Day Rate remaining the current \$10/participant/week and the Full-Day Rate being the same as the Pavilion Rental Rate.

Staff reviews the Fee Schedule annually to determine the appropriateness of the current fees and to add or remove fees, if appropriate. The amended Fee Schedule presented proposes the following changes:

Schedule “A” Administrative Fees

- No changes proposed

Schedule “B” Construction Permit Fees

- No changes proposed

Schedule “C” Special Permit Fees

- The Community Development Department proposes to remove the requirement for Escrows for Septic Permits.

Schedule “D” Subdivision or Land Development Fees

- The Community Development Department proposes to create a \$50 Completeness Review Fee for all Land Development Applications, to increase the Minor Plan Application and Resubmission Fees by \$50 each, to increase the Major Non-Residential Plan Review Application Fee by \$200 and the Resubmission Fee by \$150, to increase the Major Residential Plan resubmission Fee by \$50, to increase the Major Mixed-Use Plan Application Fee by \$200 and the Resubmission Fee by \$150, to increase the Resubdivision Plan Resubmission Fee by \$50, and to amend the Notes to reflect the new Completeness Review

Fee and process. The Department also proposes to increase all required Initial Escrow deposits below \$2,500 to \$2,500.

Schedule “D” Non-Subdivision or Land Development Fees

- Amend the Notes to reflect the changes in the Subdivision and Land Development Notes.

Schedule “E” Alarm Fees

- The Township proposes to create a new Schedule “E” Alarm Fees to reflect the fees to be charged in association with Ordinance 1067 Police and Fire Emergency Alarm Ordinance, adopted on October 19, 2022..

Schedule “F” Police Department Fees

- Police Department proposes to standardize the Police Service Extra Duty Overtime Rates, currently \$65 for the Parkland School District and \$75 for all others, to \$80.75.

Schedule “G” Public Works Department Fees

- No changes proposed

Schedule “H” Parks and Recreation Fees

- No changes proposed

The Fee Schedule that immediately follows is the redlined version current Fee Schedule showing the current fees in BLACK, additions in **BLUE** and deletions in **RED**. Where there is only a black fee, no change is proposed.

The “clean” version of the proposed Fee Schedule has been attached to the Resolution as Exhibit “A”.

- **Action Requested:**

Staff recommends the adoption of the Updated Fee Schedule.

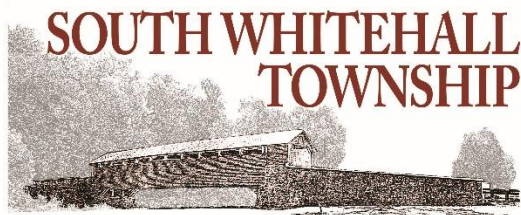
- **Budget Line Item (if applicable):**

Not applicable.

- **Attachments:**

Proposed Fee Schedule with Mark-Ups

Proposed Resolution with Proposed Fee Schedule as Exhibit “A”



# FEE SCHEDULE

*Effective February 1, 2023*  
*Resolution 2023-\_\_\_ (Adopted January 4, 2023)*

<b>SCHEDULE "A" Administrative Fees</b>	
<b>Amusement Tax License</b> .....	\$10
<b>Business Privilege License:</b>	
New License .....	\$35
License Renewal.....	\$35
Business Privilege Tax Appeal Hearing.....	\$2,500
<b>Bid Specifications:</b>	
With Plans (minimum) .....	\$55
Without Plans (minimum).....	\$30
<b>Check Return Fee</b> .....	\$36
<b>Copying Fees:</b>	
Up to 11x17.....	\$0.12 per imprint
Black & White Larger than 11x17 .....	\$0.50 per square foot
Color Larger than 11x17.....	\$2.25 per square foot
Electronic Storage Device (Flash Drive) .....	\$25
<b>Credit Card Processing Fee (varies)</b> .....	\$2.95
<b>Documentation for Balance Due - Sewer</b> .....	\$20
<b>Documentation for Balance Due - Water</b> .....	\$20
<b>Junk Yard and Dealer Licenses (Renewed Annually):</b>	
New License .....	\$150
License Renewal.....	\$100
<b>Municipal Liens and Claims Collections Costs:</b>	
Filing Fee and Need Satisfaction .....	\$175
Attorney Time Expended .....	\$175.00/hour billed in 1/10 hour increments
Paralegal Time Expended.....	\$80.00/hour billed in 1/10 hour increments
<b>Plumbing Licenses (Renewed Annually):</b>	
Master Plumber License .....	\$60
Journeyman Plumber License .....	\$50
<b>Refuse Cert Fee</b> .....	\$20
<b>Refuse/Recycling Stickers:</b>	
Bulk Sticker.....	\$32
Freon Sticker .....	\$60
Grass Sticker (One-Time Use) .....	\$4
Grass Sticker (Annual).....	\$120
<b>Toters:</b>	
35 Gallon .....	\$48
96 Gallon .....	\$60
<b>Tax Certification Fee for Township Treasurer</b> .....	\$30

## SCHEDULE "B" CONSTRUCTION Permit Fees

PERMIT TYPE	AMOUNT DUE AT APPLICATION*	AMOUNT DUE AT ISSUANCE
RESIDENTIAL CONSTRUCTION	\$50	SEE TABLE BELOW
NON-RES BUILDING	\$50	SEE TABLE BELOW
NON-RESIDENTIAL ELECTRICAL	\$50	SEE TABLE BELOW
NON-RESIDENTIAL PLUMBING	\$50	SEE TABLE BELOW
NON-RESIDENTIAL HVAC	\$50	SEE TABLE BELOW
NON-RESIDENTIAL SPRINKLER	\$50	\$300
FIRE PUMP/FIRE MAIN/FIRE DETECTION SYSTEMS/OTHER FIRE SUPPRESSION SYSTEMS	\$50	\$200
FIRE CODE – TENTS, UNDERGROUND STORAGE TANK REMOVALS, FIREWORKS	\$50	\$50 FOR RESIDENTIAL \$150 FOR NON-RESIDENTIAL
ADDITIONAL PLAN RE-REVIEWS, INSPECTIONS OR RE-INSPECTIONS BY SWT INSPECTORS		\$50 EACH
TRAINING FEE – ALL PERMITS UNDER UNIFORM CONSTRUCTION CODE (UCC)		FEE AS REQUIRED BY PA ACT 157

\* Application Fees are non-refundable.

PERMIT ISSUANCE FEE TABLE			
Building Gross Square Footage	BUILDING - New Construction	BUILDING - Additions/ Alterations/Renovations	1 or 2 DISCIPLINES (Electrical, HVAC, Plumbing)
Minor Alteration/Change of Use	N/A	N/A	\$25
1 to 2,000	\$150	\$50	\$50
2,001 to 5,000	\$250	\$150	\$75
5,001 to 10,000	\$350	\$250	\$100
10,001 to 25,000	\$450	\$350	\$125
25,001 to 50,000	\$550	\$450	\$150
50,001 to 100,000	\$650	\$550	\$175
100,001 to 250,000	\$750	\$650	\$200
250,001 to 300,000	\$850	\$750	\$225
Over 300,001	\$950	\$850	\$250

### Construction Notes and Qualifications

#### REVIEWS BY ALTERNATE REVIEWING AGENCIES

If, due to unusual circumstances, in-house staff is required to review applications normally reviewed by Third Party Code Officials or vice versa, the fee normally charged will apply.

#### TYPES OF INSPECTIONS

Include but not limited to the following: footer, foundation, building, accessibility and energy rough-ins, insulation, wallboard, building, accessibility and energy finals.

#### FEE CALCULATION

All fees containing a square foot price will be computed on a calculated square footage basis as measured outside-to-outside dimensions of all levels of the structure, and shall include basements, bays, hallways, stairways, utility/mechanical rooms, storage rooms, lobbies, attached garages, foyers, elevators, decks, and attics that have a minimum headroom of 6 feet.

#### PLAN AND SPECIFICATION REQUIREMENTS

4 copies for Third Party Code Official Review, 2 Copies for In-House Review.

All commercial building plans and specifications must be stamped and sealed by a design professional licensed in the Commonwealth of Pennsylvania.

## SCHEDULE "C" SPECIAL Permit Fees

PERMIT TYPE	AMOUNT DUE AT APPLICATION*	AMOUNT DUE AT ISSUANCE
<b>SIMPLE ZONING</b> (not associated with any other permit review) Fences six feet above grade and lower Home-based businesses Accessory Buildings under 500 square feet in area Accessory Uses Work on driveways outside of the Right-of-Way Non-Structural Interior or Exterior Alterations	\$50	
<b>ZONING FOR PARKING LOT LIGHTING</b>	See Schedule "GD"	
<b>ALL OTHER ZONING</b>	\$50	\$50
<b>ZONING RE-REVIEWS – FOR INCOMPLETE OR DENIED PLANS, VOLUNTARY PLAN REVISIONS</b>		\$50
<b>SPECIAL FLOOD HAZARD (FLOODPLAIN) PERMIT</b>	\$50	\$200
<b>SPECIAL FLOOD HAZARD PERMIT RE-REVIEW– FOR INCOMPLETE OR DENIED PLANS, VOLUNTARY PLAN REVISIONS</b>		\$100
<b>ON-LOT SEWAGE DISPOSAL</b>	AMOUNT DUE AT APPLICATION*	<del>INITIAL ESCROW AMOUNT</del>
<b>ON-LOT SEWAGE DISPOSAL SYSTEMS – New or Replacement Systems</b>	\$50	<del>\$2650</del>
<b>ON-LOT SEWAGE DISPOSAL SYSTEMS – Repair and/or Modification of Existing Systems</b>	\$50	<del>\$700</del>
<b>Notes:</b> * Application Fees are non-refundable. 1. This fee schedule is subject to SWT Escrow and Reimbursement Policy for Subdivision/Land Development Applications, adopted on November 7, 2012. 2. Applicant responsibility is not limited to the amount of the escrow noted on the above chart.		

## SCHEDULE "D" Subdivision or Land Development Fees

<i>Completeness Review Fee, Application Fee and Initial Escrow Amounts for Subdivision or Land Development Applications</i>				
Type of Application	<i>Completeness Review Fee</i> <small>(see Note 3)</small>	<i>Application Fee</i> <small>(see Note 4)</small>	<i>Escrow Amount</i> <small>(see Note 4)</small>	<i>Resubmission Fee</i> <small>(see Note 45)</small>
Minor <b>Subdivision</b> Plan Review	<b>\$50</b>	<del>\$650</del> <b>\$700</b>	\$4,500 + \$500/additional lot	<del>\$450</del> <b>\$500</b>
Major Sketch Plan Review	<b>\$50</b>	\$750	\$5,000 (to be credited to a subsequent Preliminary or Preliminary/Final submission escrow)	\$550
Major Non-Residential Plan Review	<b>\$50</b>	<del>\$1,000</del> <b>\$1,200</b>	\$5,000 PLUS (0 to 5 acres - \$5,000/acre, rounded up) PLUS (>5 to 10 acres - \$2,000/acre, rounded up) PLUS (>10 to 20 acres - \$1,000/acre, rounded up) PLUS (20+ acres - \$250/acre, rounded up)	<del>\$700</del> <b>\$850</b>
Major Residential Plan Review	<b>\$50</b>	\$1,000	\$5,000 PLUS (1 to 10 lots - \$1,000/lot) PLUS (11 to 20 lots - \$500/lot) PLUS (21+ lots - \$200/lot)	<del>\$600</del> <b>\$650</b>
Major Mixed-Use Plan Review	<b>\$50</b>	<del>\$1,000</del> <b>\$1,200</b>	\$5,000 PLUS [for residential lots (1 to 10 lots - \$500/lot) PLUS (11 to 20 lots - \$250/lot) PLUS (21+ lots - \$100/lot)] PLUS [for non-residential or mixed-use areas (0 to 5 acres - \$2,500/acre, rounded up) PLUS (>5 to 10 acres - \$1,000/acre, rounded up) PLUS (>10 to 20 acres - \$500/acre, rounded up) PLUS (20+ acres - \$100/acre, rounded up)]	<del>\$650</del> <b>\$850</b>
Resubdivision/Lot Line Adjustment Plan Review	<b>\$50</b>	\$600	\$5,000	<del>\$400</del> <b>\$450</b>
<b>Notes:</b>	<ol style="list-style-type: none"> <li>1. This fee schedule is subject to SWT Escrow and Reimbursement Policy for Subdivision/Land Development Applications, adopted on November 7, 2012.</li> <li>2. Applicant responsibility is not limited to the amount of the escrow noted on the above chart.</li> <li>3. <i>Completeness Review Fee is due at plan submission. Completeness Review Fee is non-refundable.</i></li> <li>4. <i>Application Fee and Escrow will be invoiced upon satisfactory submission Completeness Review.</i> <del>3</del> Application Fees are non-refundable.</li> <li>5. <b>4.</b> Resubmission Fees: After the initial Planning Commission meeting at which a plan is reviewed, a Resubmission Fee is required to be submitted along with each subsequent formal submission of plans and/or supporting materials before the plan shall be reviewed by staff for a subsequent Planning Commission or Board of Commissioners meeting. The Resubmission Fee is non-refundable.</li> <li>6. The applicant may postpone the plan's review at any Planning Commission or Board of Commissioner meeting prior to the advertisement of that plan for the particular meeting without penalty. Once the plan is advertised to be reviewed at a particular meeting, a new Resubmission Fee shall be required for a formal review at any subsequent meeting whether or not the plan was discussed at the advertised meeting.</li> </ol>			

### Fees in lieu of Land Dedication

Residential .....	\$2,500/dwelling unit
Non-Residential .....	\$0.25/square foot

### Fee in lieu of Planting Shade Tree

Fee per Tree not planted per the approved Landscaping Plan .....	\$300
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## SCHEDULE "D" Non-Subdivision or Land Development Fees

Application and Initial Escrow Amounts for Non-Subdivision or Land Development Applications		
Type of Application	Application Fee	Initial Escrow Amount
Building Code Appeal	\$250	
Building Code Consultation	Contact the appropriate 3 <sup>rd</sup> Party Review and Inspection Service	
Code/Zoning Text Amendment Request	Initial Application <b>\$750</b> Resubmission* <b>\$600</b>	<del>\$2,000</del> <b>\$2,500</b>
Code or Policy Adoption Request	\$500	<del>\$2,000</del> <b>\$2,500</b>
Fire Code Appeal	\$250	
Line & Grade Permit	\$250	<del>\$1,000</del> <b>\$2,500</b>
Miscellaneous Waivers	\$500	Discretionary
Professional Staff Review (includes Civil & Land Planning Engineering, Erosion & Control, Geotechnical, Land Development/Subdivision Pre-Application Consultation, Lighting, and similar Reviews)	\$150	<del>\$1,500</del> <b>\$2,500</b>
Rezoning or Zoning Map Amendment	Initial Application <b>\$750</b> Resubmission* <b>\$650</b>	<b>\$4,000</b>
SALDO Review Process Waiver Request (Non-Residential)	\$750	<b>\$6,000</b>
SALDO Review Process Waiver Request (Residential Only)	\$600	<del>\$2,000</del> <b>\$2,500</b>
Sanitary Sewer Planning Module Review (Not related to a Subdivision or Land Development)	Initial Application <b>\$200</b> Resubmission <b>\$150</b>	
Street Vacation	\$500	<b>\$5,000</b>
Substantive Validity Challenge	\$750	<b>\$3,000</b>
Zoning Conditional Use Review	See Major Non-Residential Plan Review, Major Residential Plan Review or Major Mixed-Use Plan Review, as appropriate	
Zoning Officer Preliminary Opinions	\$250	
Zoning Hearing Board Appeal for Dimensional Variance for Residential Uses	\$250	
Zoning Hearing Board Appeal for Special Exceptions and all others for Residential Uses	\$350	
Zoning Hearing Board Appeal for Dimensional Variance for Non-Residential Uses	\$750	
Zoning Hearing Board Appeal for Special Exceptions and all others for Non-Residential Uses	\$1,000	
Zoning Hearing Board Continuance Fee for each advertised Zoning Hearing Board Hearing after the initially-advertised Hearing	\$150	
Zoning Hearing Board Appeal for Temporary Use Review	\$250	
Zoning Hearing Board Appeal for Time Extension Request	\$200	
<b>Notes:</b>		
1. For Zoning Hearing Board Appeals, the applicant is responsible for 50% of the stenographer fees associated with the Zoning Appeal.		
2. This fee schedule is subject to SWT Escrow and Reimbursement Policy for Non-Subdivision/Land Development Applications, adopted on November 7, 2012.		
3. Applicant responsibility is not limited to the amount of the escrow noted on the above chart.		
4. Application Fees are non-refundable.		
* Resubmission Fees: See Note 45 Resubmission Fees on page 4		

**SCHEDULE "E" Alarm Fees Pursuant to Ordinance 1067**

*False/Nuisance Alarm Fees (Fee For Each Occurrence) (Occurrences Per Calendar Year)*

<b>Residential Police:</b>		<b>Residential Fire:</b>	
1-2 .....	\$0	1-2.....	\$0
3-4 .....	\$25	3-4.....	\$100
5-6 .....	\$75	5-6.....	\$150
7+.....	\$125	7+.....	\$200
<b>Commercial Police:</b>		<b>Commercial Fire:</b>	
1-2 .....	\$0	1-2.....	\$0
3-4 .....	\$100	3-4.....	\$300
5-6 .....	\$200	5-6.....	\$400
7+.....	\$300	7+.....	\$500

**SCHEDULE "EF" Police Department Fees**

<b>Police Service Fees:</b>	
Police Accident Report.....	\$10
Finger Printing.....	\$10
Dog Pick-Up.....	\$50
Record Search .....	\$10
<b>Police Service Extra Duty Overtime Rates:</b> .....	<b>\$80.75/hour</b>
<del>Parkland School District.....</del>	<del>\$65.00/hour</del>
<del>All Others.....</del>	<del>\$75.00/hour</del>



**SCHEDULE "EG" Public Works Fees**

PERMIT TYPE	AMOUNT DUE AT APPLICATION*
<b>Right-Of-Way Permits And Fees:</b>	
Any Permit For A Utility Company	\$125
Any Work In Or On A Public Street	\$125
New Driveway**	\$125
Driveway Repair Or Resurface**	\$125
Sidewalk Repair Or Replacement Without Curbing**	\$125
Curbing Repair or Replacement	\$125
Dumpster/Equipment In Right-Of-Way**	\$75
Zoning Review (if required)	\$25
Line and Grade Permit	See Schedule "D"

\* *Application Fees are non-refundable.*

\*\* *Permit applications for residential applications shall NOT require Performance Escrow and Inspection Escrow.*

**Right-Of-Way Permit Performance and Inspection Escrows**

Area of Disturbance	Performance Escrow	Inspection Escrow
1-100 sq ft	\$1,000	\$250
101-200 sq ft	\$2,000	\$300
201-300 sq ft	\$3,000	\$350
301-400 sq ft	\$4,000	\$400
401-500 sq ft	\$5,000	\$450
Greater than 500 sq ft	See note 2	See note 2

Minimum Deposit/Escrow Amount \$250    Minimum Performance Escrow Amount \$1,000    Inspections billed at \$50/hour

**Note 1:** Inspection Escrow amounts are only noted as the initial amount posted. Should inspection escrow need to be replenished, the amount will be determined by the Township Manager.

**Note 2:** Performance Escrow and Inspection Escrow to be determined based on extent of area to be disturbed. It is estimated that each 100 square feet of additional disturbance will result in a \$1,000.00 Performance Escrow and a \$50.00 Inspection Fee.

**Note 3:** Performance Escrow and Inspection Escrow amounts can be reviewed and adjusted based on approval from the Township Manager, the Director of Administration or the Public Works Manager.

**Street Signage Fees:**

New Or Replacement Traffic Sign.....	\$150
New Or Replacement Sign For Private Streets .....	\$150
New Or Replacement Handicapped Parking Space.....	\$150

**Traffic Control Fees:**

Traffic Control Devices - Rental, Delivery & Pick-Up .....	\$75
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**SCHEDULE "FG" Public Works Fees (continued)**

**Fire Flow Fees:**

Fire Flow Test (During Business Hours - 8:00 a.m. to 2:30 p.m.) .....	\$225
Fire Flow Test with Traffic Control or After Business Hours .....	\$325
Fire Flow Test – Observation Only.....	\$125

**Water and Fire Hydrant Fees:**

Residential Water Turn Off (During Business Hours – 8:00am to 2:30pm) .....	\$50
Residential Water Turn On (During Business Hours – 8:00am to 2:30pm).....	\$50
Residential Water Turn Off (After Business Hours – 2:30 p.m. to 8:00 a.m.) .....	\$150
Residential Water Turn On (After Business Hours – 2:30 p.m. to 8:00 a.m.).....	\$150
Commercial Water Turn Off (During Business Hours – 8:00am to 2:30pm).....	\$150
Commercial Water Turn On (During Business Hours – 8:00am to 2:30pm) .....	\$150
Commercial Water Turn Off (After Business Hours – 2:30 p.m. to 8:00 a.m.).....	\$300
Commercial Water Turn On (After Business Hours – 2:30 p.m. to 8:00 a.m.).....	\$300
Water Use (Before Meter Installation).....	\$100
Fire Hydrant Use.....	\$150

**Water/Sewer Allocation Fee:**

Application Fee .....	\$250
Water or Sewer Allocation Fee..... See Ordinance #1026 or most recent amendment thereto for calculation method	

**Water/Sewer Tapping Fees:**

If a Professional Services Agreement is required.....	\$250
If using an existing Professional Services Agreement or similar existing escrow .....	\$200
Water or Sewer Tapping Fee..... See Ordinance #1025 or most recent amendment thereto for calculation method	

**Water/Sewer Investigation Fee (per visit):**

Residential (During Business Hours - 8:00 a.m. to 2:30 p.m.).....	\$50
Residential (After Business hours - 2:30 p.m. to 8:00 a.m.).....	\$100
Commercial (During Business Hours - 8:00 a.m. to 2:30 p.m.) .....	\$100
Commercial (After Business hours - 2:30 p.m. to 8:00 a.m.) .....	\$200
Final Meter Reading (72 hours notice).....	\$50
Final Meter Reading (No Notice).....	\$150

**Vehicle, Equipment and Operator Hourly Rates:**

PW Laborer/Operator	<del>Parkland School District</del> <b>Normal Hourly Rate</b> <del>Normal Hourly Rate</del>	<del>\$44.50</del> <b>\$56.14</b> <del>\$54.50</del>	
Cars		\$24.00	½ day
		\$48.00	Full day
Pickups		\$48.00	½ day
		\$96.00	Full day
Sewer Camera Truck		\$150.00	½ day
		\$300.00	Full day
Dump Trucks		\$75.00	½ day
		\$150.00	Full day
Tri-Axle Dump Trucks		\$150.00	½ day
		\$300.00	Full day
Skid Steers		\$75.00	½ day
		\$150.00	Full day
Backhoes/Loaders		\$150.00	½ day
		\$300.00	Full day
Trackless		\$200.00	½ day
		\$400.00	Full day

**SCHEDULE "FG" Public Works Fees (continued)**

**Vehicle and Equipment Hourly Rates (continued):**

Rollers	\$75.00	½ day
	\$150.00	Full day
Sweeper	\$300.00	½ day
	\$600.00	Full day
Trailers	\$50.00	½ day
	\$100.00	Full day
Sealing Buggy/Hot Box	\$250.00	Full day ONLY
Leaf Vacuum	\$75.00	½ day
	\$150.00	Full day
Wood Chipper	\$75.00	½ day
	\$150.00	Full day
Concrete Mixer	\$50.00	½ day
	\$100.00	Full day
Message Board	\$75.00	½ day
	\$150.00	Full day
Water Pumps	\$50.00	½ day
	\$100.00	Full day
Water & Sewer Vacuum Trailer	\$150.00	½ day
	\$300.00	Full day
Water & Sewer Tank Trailer	\$50.00	½ day
	\$100.00	Full day
Air Compressors	\$75.00	½ day
	\$150.00	Full day
Grass Cutting Equipment	\$75.00	½ day
	\$150.00	Full day
Generators	\$75.00	½ day
	\$150.00	Full day
Chain Saws	\$40.00	½ day
	\$80.00	Full day
Concrete Saws	\$40.00	½ day
	\$80.00	Full day
Pole Pruner	\$40.00	½ day
	\$80.00	Full day
Wacker/Tampers & Plate Tampers	\$40.00	½ day
	\$80.00	Full day
Trackless Attachments	\$150.00	½ day
	\$300.00	Full day
Self-Propelled Mowers	\$20.00	½ day
	\$40.00	Full day
Weed Trimmers	\$20.00	½ day
	\$40.00	Full day
Blowers	\$30.00	½ day
	\$60.00	Full day

**SCHEDULE "GH" Parks and Recreation Fees**

**Pavilion Rental – Covered Bridge Park Pavilions 1, 2 and 3**

*Pavilion Rentals do not require a liability insurance certificate*

	<u>Resident</u>	<u>Non-Resident/Business</u>
Rental Fee	\$85.00	\$150.00

**Field Permits**

All rentals below require a \$1,000,000 minimum liability insurance certificate with South Whitehall Township named as an additional insured. The township administration may impose and pass on other real costs to any organizer not outlined in this fee schedule, and the administration retains the right to waive any and all fees based on exceptional circumstances.

	<u>Per Game Rate</u>	<u>Full Day Rental Per Field</u>
Disc Golf Course (Includes Pavilion 3 Rental)	N/A	\$150.00
Soccer	\$25.00	\$100.00
Baseball/Softball	\$25.00	\$100.00
Basketball	\$20.00	\$80.00
Camp Charge		
½ Day	\$10.00 per participant per week	
Full Day	See Pavilion Rental Rate	
Approved Youth Group and PASD	Fee Waived	

\*See Approved Youth Groups under the SWT Policy

**Special Event Setup & Breakdown/Park Rental**

All rentals below require a \$1,000,000 minimum liability insurance certificate with South Whitehall Township named as an additional insured. The township administration may impose and pass on other real costs to any organizer not outlined in this fee schedule, and the administration retains the right to waive any and all fees based on exceptional circumstances.

	<u>Resident</u>	<u>Non-Resident/Business</u>
Less than 99 People	Refer to Pavilion Rental Rates above	
100-250 People	\$175.00	\$250.00
250+ People	\$350.00	\$500.00
Public Works Employee per hour	Refer to SCHEDULE "FG" Public Works Department Fees	
Police/Security per hour	Refer to SCHEDULE "EF" Police Department Fees	
Additional Portable Toilet Unit	\$85 per unit	\$100 per unit

\*Other fees may apply (i.e. overlapping pavilion, fields, courts, on-site ambulance, road closure, field damage, etc.)

\*For tournaments, please include number of spectators in your total

\*If additional clean-up is required by township staff, ~~an additional fee of \$50 per hour~~ **the PW Laborer/Operator Normal Hourly Rate** will be charged for clean-up.

**TOWNSHIP OF SOUTH WHITEHALL  
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2023-\_\_\_\_  
(Duly Adopted January 4, 2023)**

**A RESOLUTION TO AMEND THE FEE SCHEDULE REGARDING ADMINISTRATIVE FEES,  
CONSTRUCTION PERMIT FEES, SPECIAL AND OTHER PERMIT FEES, SUBDIVISION OR  
LAND DEVELOPMENT FEES, NON-SUBDIVISION OR LAND DEVELOPMENT FEES, ALARM  
FEES, POLICE DEPARTMENT FEES, PUBLIC WORKS FEES, AND PARKS AND RECREATION  
FEES; AND TO PROVIDE FOR A GENERAL REPEALER, SEVERABILITY CLAUSE AND  
EFFECTIVE DATE**

**WHEREAS**, the South Whitehall Township Board of Commissioners is supportive of ongoing staff efforts to create a comprehensive, transparent and customer-friendly Fee Schedule; and

**WHEREAS**, the South Whitehall Township staff has recommended changes to the current Fee Schedule to reflect actual costs for Township services and to improve simplicity, clarity and ease of administration, and

**WHEREAS**, the Board of Commissioners wishes to maintain a Master Fee Schedule that can be efficiently modified by staff from time to time.

**NOW, THEREFORE, BE IT ADOPTED AND RESOLVED** by the Board of Commissioners of South Whitehall Township as follows:

**SECTION 1. The Master Fee Schedule.**

The current Fee Schedule is hereby replaced in its entirety by the Fee Schedule, which is attached hereto as Exhibit "A" and incorporated herein.

**SECTION 2. General Repealer.**

Any ordinance, resolution and/or other regulation of the Township, or any parts of ordinances, resolutions and/or other regulations of the Township, in conflict herewith are hereby repealed. All other provisions of the ordinances, resolutions and/or other regulations of the Township of South Whitehall, Lehigh County, Pennsylvania shall remain in full force and effect.

**SECTION 3. Severability.**

The provisions of this Resolution are declared to be severable. If any article, section, subsection, paragraph, clause, phrase or provision of this Resolution shall be held to be invalid or held unconstitutional, the same shall not affect the validity of this Resolution as a whole or any part or provisions hereof, other than the part determined to be invalid or unconstitutional. It is hereby declared to be the intent of the Township that this

Resolution would have been adopted had such invalid or unconstitutional article, section, subsection, paragraph, clause, phrase or provision not been included herein.

**SECTION 4. Effective Date.**

This Resolution shall become effective on February 1, 2023.

**DULY ADOPTED**, this 4<sup>th</sup> day of **JANUARY, 2023**, by the Board of Commissioners of South Whitehall Township, in lawful session, at a duly assembled public meeting.

**BOARD OF COMMISSIONERS  
TOWNSHIP OF SOUTH WHITEHALL**

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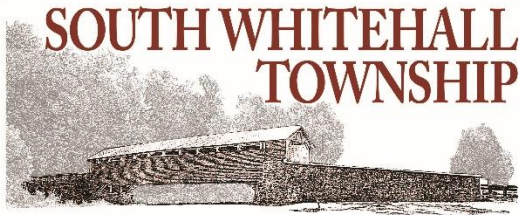
Diane Kelly, President

**ATTEST:**

---

Tricia Dickert, Secretary

**EXHIBIT "A"**



# FEE SCHEDULE

*Effective February 1, 2023*  
 Resolution 2023-\_\_\_ (Adopted January 4, 2023)

<b>SCHEDULE "A" Administrative Fees</b>	
<b>Amusement Tax License</b> .....	\$10
<b>Business Privilege License:</b>	
New License .....	\$35
License Renewal .....	\$35
Business Privilege Tax Appeal Hearing .....	\$2,500
<b>Bid Specifications:</b>	
With Plans (minimum) .....	\$55
Without Plans (minimum) .....	\$30
<b>Check Return Fee</b> .....	\$36
<b>Copying Fees:</b>	
Up to 11x17 .....	\$0.12 per imprint
Black & White Larger than 11x17 .....	\$0.50 per square foot
Color Larger than 11x17 .....	\$2.25 per square foot
Electronic Storage Device (Flash Drive) .....	\$25
<b>Credit Card Processing Fee (varies)</b> .....	\$2.95
<b>Documentation for Balance Due - Sewer</b> .....	\$20
<b>Documentation for Balance Due - Water</b> .....	\$20
<b>Junk Yard and Dealer Licenses (Renewed Annually):</b>	
New License .....	\$150
License Renewal .....	\$100
<b>Municipal Liens and Claims Collections Costs:</b>	
Filing Fee and Need Satisfaction .....	\$175
Attorney Time Expended .....	\$175.00/hour billed in 1/10 hour increments
Paralegal Time Expended .....	\$80.00/hour billed in 1/10 hour increments
<b>Plumbing Licenses (Renewed Annually):</b>	
Master Plumber License .....	\$60
Journeyman Plumber License .....	\$50
<b>Refuse Cert Fee</b> .....	\$20
<b>Refuse/Recycling Stickers:</b>	
Bulk Sticker .....	\$32
Freon Sticker .....	\$60
Grass Sticker (One-Time Use) .....	\$4
Grass Sticker (Annual) .....	\$120
<b>Toters:</b>	
35 Gallon .....	\$48
96 Gallon .....	\$60
<b>Tax Certification Fee for Township Treasurer</b> .....	\$30



## SCHEDULE "B" CONSTRUCTION Permit Fees

PERMIT TYPE	AMOUNT DUE AT APPLICATION*	AMOUNT DUE AT ISSUANCE
RESIDENTIAL CONSTRUCTION	\$50	SEE TABLE BELOW
NON-RES BUILDING	\$50	SEE TABLE BELOW
NON-RESIDENTIAL ELECTRICAL	\$50	SEE TABLE BELOW
NON-RESIDENTIAL PLUMBING	\$50	SEE TABLE BELOW
NON-RESIDENTIAL HVAC	\$50	SEE TABLE BELOW
NON-RESIDENTIAL SPRINKLER	\$50	\$300
FIRE PUMP/FIRE MAIN/FIRE DETECTION SYSTEMS/OTHER FIRE SUPPRESSION SYSTEMS	\$50	\$200
FIRE CODE – TENTS, UNDERGROUND STORAGE TANK REMOVALS, FIREWORKS	\$50	\$50 FOR RESIDENTIAL \$150 FOR NON-RESIDENTIAL
ADDITIONAL PLAN RE-REVIEWS, INSPECTIONS OR RE-INSPECTIONS BY SWT INSPECTORS		\$50 EACH
TRAINING FEE – ALL PERMITS UNDER UNIFORM CONSTRUCTION CODE (UCC)		FEE AS REQUIRED BY PA ACT 157

\* Application Fees are non-refundable.

PERMIT ISSUANCE FEE TABLE			
Building Gross Square Footage	BUILDING - New Construction	BUILDING - Additions/Alterations/Renovations	1 or 2 DISCIPLINES (Electrical, HVAC, Plumbing)
Minor Alteration/Change of Use	N/A	N/A	\$25
1 to 2,000	\$150	\$50	\$50
2,001 to 5,000	\$250	\$150	\$75
5,001 to 10,000	\$350	\$250	\$100
10,001 to 25,000	\$450	\$350	\$125
25,001 to 50,000	\$550	\$450	\$150
50,001 to 100,000	\$650	\$550	\$175
100,001 to 250,000	\$750	\$650	\$200
250,001 to 300,000	\$850	\$750	\$225
Over 300,001	\$950	\$850	\$250

### Construction Notes and Qualifications

#### REVIEWS BY ALTERNATE REVIEWING AGENCIES

If, due to unusual circumstances, in-house staff is required to review applications normally reviewed by Third Party Code Officials or vice versa, the fee normally charged will apply.

#### TYPES OF INSPECTIONS

Include but not limited to the following: footer, foundation, building, accessibility and energy rough-ins, insulation, wallboard, building, accessibility and energy finals.

#### FEE CALCULATION

All fees containing a square foot price will be computed on a calculated square footage basis as measured outside-to-outside dimensions of all levels of the structure, and shall include basements, bays, hallways, stairways, utility/mechanical rooms, storage rooms, lobbies, attached garages, foyers, elevators, decks, and attics that have a minimum headroom of 6 feet.

#### PLAN AND SPECIFICATION REQUIREMENTS

4 copies for Third Party Code Official Review, 2 Copies for In-House Review.

All commercial building plans and specifications must be stamped and sealed by a design professional licensed in the Commonwealth of Pennsylvania.

## SCHEDULE "C" SPECIAL Permit Fees

PERMIT TYPE	AMOUNT DUE AT APPLICATION*	AMOUNT DUE AT ISSUANCE
<b>SIMPLE ZONING</b> (not associated with any other permit review) Fences six feet above grade and lower Home-based businesses Accessory Buildings under 500 square feet in area Accessory Uses Work on driveways outside of the Right-of-Way Non-Structural Interior or Exterior Alterations	\$50	
<b>ZONING FOR PARKING LOT LIGHTING</b>	See Schedule "D"	
<b>ALL OTHER ZONING</b>	\$50	\$50
<b>ZONING RE-REVIEWS – FOR INCOMPLETE OR DENIED PLANS, VOLUNTARY PLAN REVISIONS</b>		\$50
<b>SPECIAL FLOOD HAZARD (FLOODPLAIN) PERMIT</b>	\$50	\$200
<b>SPECIAL FLOOD HAZARD PERMIT RE-REVIEW– FOR INCOMPLETE OR DENIED PLANS, VOLUNTARY PLAN REVISIONS</b>		\$100
<b>ON-LOT SEWAGE DISPOSAL</b>	AMOUNT DUE AT APPLICATION*	
<b>ON-LOT SEWAGE DISPOSAL SYSTEMS – New or Replacement Systems</b>	\$50	
<b>ON-LOT SEWAGE DISPOSAL SYSTEMS – Repair and/or Modification of Existing Systems</b>	\$50	
<b>Notes:</b> * Application Fees are non-refundable. 1. This fee schedule is subject to SWT Escrow and Reimbursement Policy for Subdivision/Land Development Applications, adopted on November 7, 2012. 2. Applicant responsibility is not limited to the amount of the escrow noted on the above chart.		

## SCHEDULE "D" Subdivision or Land Development Fees

Completeness Review Fee, Application Fee and Initial Escrow Amounts for Subdivision or Land Development Applications				
Type of Application	Completeness Application Review Fee (see Note 3)      Fee (see Note 4)		Escrow Amount (see Note 4)	Resubmission Fee (see Note 5)
Minor Plan Review	<b>\$50</b>	\$700	\$4,500 + \$500/additional lot	\$500
Major Sketch Plan Review	<b>\$50</b>	\$750	\$5,000 (to be credited to a subsequent Preliminary or Preliminary/Final submission escrow)	\$550
Major Non-Residential Plan Review	<b>\$50</b>	\$1,200	\$5,000 PLUS (0 to 5 acres - \$5,000/acre, rounded up) <b>PLUS</b> (>5 to 10 acres - \$2,000/acre, rounded up) <b>PLUS</b> (>10 to 20 acres - \$1,000/acre, rounded up) <b>PLUS</b> (20+ acres - \$250/acre, rounded up)	\$850
Major Residential Plan Review	<b>\$50</b>	\$1,000	\$5,000 PLUS (1 to 10 lots - \$1,000/lot) <b>PLUS</b> (11 to 20 lots - \$500/lot) <b>PLUS</b> (21+ lots - \$200/lot)	\$650
Major Mixed-Use Plan Review	<b>\$50</b>	\$1,200	\$5,000 PLUS [for residential lots (1 to 10 lots -\$500/lot) <b>PLUS</b> (11 to 20 lots - \$250/lot) <b>PLUS</b> (21+ lots - \$100/lot)] <b>PLUS</b> [for non-residential or mixed-use areas (0 to 5 acres - \$2,500/acre, rounded up) <b>PLUS</b> (>5 to 10 acres - \$1,000/acre, rounded up) <b>PLUS</b> (>10 to 20 acres - \$500/acre, rounded up) <b>PLUS</b> (20+ acres - \$100/acre, rounded up)]	\$850
Resubdivision/Lot Line Adjustment Plan Review	<b>\$50</b>	\$600	\$5,000	\$450
<b>Notes:</b>	<ol style="list-style-type: none"> <li>1. This fee schedule is subject to SWT Escrow and Reimbursement Policy for Subdivision/Land Development Applications, adopted on November 7, 2012.</li> <li>2. Applicant responsibility is not limited to the amount of the escrow noted on the above chart.</li> <li>3. Completeness Review Fee is due at plan submission. Completeness Review Fee is non-refundable.</li> <li>4. Application Fee and Escrow will be invoiced upon satisfactory submission Completeness Review. Application Fee is non-refundable.</li> <li>5. Resubmission Fees: After the initial Planning Commission meeting at which a plan is reviewed, a Resubmission Fee is required to be submitted along with each subsequent formal submission of plans and/or supporting materials before the plan shall be reviewed by staff for a subsequent Planning Commission or Board of Commissioners meeting. The Resubmission Fee is non-refundable.</li> <li>6. The applicant may postpone the plan's review at any Planning Commission or Board of Commissioner meeting prior to the advertisement of that plan for the particular meeting without penalty. Once the plan is advertised to be reviewed at a particular meeting, a new Resubmission Fee shall be required for a formal review at any subsequent meeting whether or not the plan was discussed at the advertised meeting.</li> </ol>			

### Fees in lieu of Land Dedication

Residential .....	\$2,500/dwelling unit
Non-Residential .....	\$0.25/square foot

### Fee in lieu of Planting Shade Tree

Fee per Tree not planted per the approved Landscaping Plan.....	\$300
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## SCHEDULE "D" Non-Subdivision or Land Development Fees

Application and Initial Escrow Amounts for Non-Subdivision or Land Development Applications		
Type of Application	Application Fee	Initial Escrow Amount
Building Code Appeal	\$250	
Building Code Consultation	Contact the appropriate 3 <sup>rd</sup> Party Review and Inspection Service	
Code/Zoning Text Amendment Request	Initial Application \$750 Resubmission* \$600	\$2,500
Code or Policy Adoption Request	\$500	\$2,500
Fire Code Appeal	\$250	
Line & Grade Permit	\$250	\$2,500
Miscellaneous Waivers	\$500	Discretionary
Professional Staff Review (includes Civil & Land Planning Engineering, Erosion & Control, Geotechnical, Land Development/Subdivision Pre-Application Consultation, Lighting, and similar Reviews)	\$150	\$2,500
Rezoning or Zoning Map Amendment	Initial Application \$750 Resubmission* \$650	\$4,000
SALDO Review Process Waiver Request (Non-Residential)	\$750	\$6,000
SALDO Review Process Waiver Request (Residential Only)	\$600	\$2,500
Sanitary Sewer Planning Module Review (Not related to a Subdivision or Land Development)	Initial Application \$200 Resubmission \$150	
Street Vacation	\$500	\$5,000
Substantive Validity Challenge	\$750	\$3,000
Zoning Conditional Use Review	See Major Non-Residential Plan Review, Major Residential Plan Review or Major Mixed-Use Plan Review, as appropriate	
Zoning Officer Preliminary Opinions	\$250	
Zoning Hearing Board Appeal for Dimensional Variance for Residential Uses	\$250	
Zoning Hearing Board Appeal for Special Exceptions and all others for Residential Uses	\$350	
Zoning Hearing Board Appeal for Dimensional Variance for Non-Residential Uses	\$750	
Zoning Hearing Board Appeal for Special Exceptions and all others for Non-Residential Uses	\$1,000	
Zoning Hearing Board Continuance Fee for each advertised Zoning Hearing Board Hearing after the initially-advertised Hearing	\$150	
Zoning Hearing Board Appeal for Temporary Use Review	\$250	
Zoning Hearing Board Appeal for Time Extension Request	\$200	
<b>Notes:</b>		
1. For Zoning Hearing Board Appeals, the applicant is responsible for 50% of the stenographer fees associated with the Zoning Appeal.		
2. This fee schedule is subject to SWT Escrow and Reimbursement Policy for Non-Subdivision/Land Development Applications, adopted on November 7, 2012.		
3. Applicant responsibility is not limited to the amount of the escrow noted on the above chart.		
4. Application Fees are non-refundable.		
* Resubmission Fees: See Note 5 Resubmission Fees on page 4		

**SCHEDULE "E" Alarm Fees Pursuant to Ordinance 1067**

<b>False/Nuisance Alarm Fees (Fee For Each Occurrence) (Occurrences Per Calendar Year)</b>			
<b>Residential Police:</b>		<b>Residential Fire:</b>	
1-2 .....	\$0	1-2.....	\$0
3-4 .....	\$25	3-4.....	\$100
5-6 .....	\$75	5-6.....	\$150
7+.....	\$125	7+.....	\$200
<b>Commercial Police:</b>		<b>Commercial Fire:</b>	
1-2 .....	\$0	1-2.....	\$0
3-4 .....	\$100	3-4.....	\$300
5-6 .....	\$200	5-6.....	\$400
7+.....	\$300	7+.....	\$500

**SCHEDULE "F" Police Department Fees**

<b>Police Service Fees:</b>	
Police Accident Report .....	\$10
Finger Printing.....	\$10
Dog Pick-Up.....	\$50
Record Search .....	\$10
<b>Police Service Extra Duty Overtime Rate .....</b>	<b>\$80.75/hour</b>

## SCHEDULE "G" Public Works Fees

PERMIT TYPE	AMOUNT DUE AT APPLICATION*	
<b>Right-Of-Way Permits And Fees:</b>		
Any Permit For A Utility Company	\$125	
Any Work In Or On A Public Street	\$125	
New Driveway**	\$125	
Driveway Repair Or Resurface**	\$125	
Sidewalk Repair Or Replacement Without Curbing**	\$125	
Curbing Repair or Replacement	\$125	
Dumpster/Equipment In Right-Of-Way**	\$75	
Zoning Review (if required)	\$25	
Line and Grade Permit	See Schedule "D"	
* <i>Application Fees are non-refundable.</i>		
** <i>Permit applications for residential applications shall <u>NOT</u> require Performance Escrow and Inspection Escrow.</i>		
<b>Right-Of-Way Permit Performance and Inspection Escrows</b>		
<b>Area of Disturbance</b>	<b>Performance Escrow</b>	<b>Inspection Escrow</b>
1-100 sq ft	\$1,000	\$250
101-200 sq ft	\$2,000	\$300
201-300 sq ft	\$3,000	\$350
301-400 sq ft	\$4,000	\$400
401-500 sq ft	\$5,000	\$450
Greater than 500 sq ft	See note 2	See note 2
Minimum Deposit/Escrow Amount \$250    Minimum Performance Escrow Amount \$1,000    Inspections billed at \$50/hour		
<b>Note 1:</b> Inspection Escrow amounts are only noted as the initial amount posted. Should inspection escrow need to be replenished, the amount will be determined by the Township Manager.		
<b>Note 2:</b> Performance Escrow and Inspection Escrow to be determined based on extent of area to be disturbed. It is estimated that each 100 square feet of additional disturbance will result in a \$1,000.00 Performance Escrow and a \$50.00 Inspection Fee.		
<b>Note 3:</b> Performance Escrow and Inspection Escrow amounts can be reviewed and adjusted based on approval from the Township Manager, the Director of Administration or the Public Works Manager.		
<b>Street Signage Fees:</b>		
New Or Replacement Traffic Sign .....		\$150
New Or Replacement Sign For Private Streets .....		\$150
New Or Replacement Handicapped Parking Space.....		\$150
<b>Traffic Control Fees:</b>		
Traffic Control Devices - Rental, Delivery & Pick-Up.....		\$75

## SCHEDULE "G" Public Works Fees (continued)

### Fire Flow Fees:

Fire Flow Test (During Business Hours - 8:00 a.m. to 2:30 p.m.) .....	\$225
Fire Flow Test with Traffic Control or After Business Hours .....	\$325
Fire Flow Test – Observation Only .....	\$125

### Water and Fire Hydrant Fees:

Residential Water Turn Off (During Business Hours – 8:00am to 2:30pm) .....	\$50
Residential Water Turn On (During Business Hours – 8:00am to 2:30pm).....	\$50
Residential Water Turn Off (After Business Hours – 2:30 p.m. to 8:00 a.m.) .....	\$150
Residential Water Turn On (After Business Hours – 2:30 p.m. to 8:00 a.m.) .....	\$150
Commercial Water Turn Off (During Business Hours – 8:00am to 2:30pm).....	\$150
Commercial Water Turn On (During Business Hours – 8:00am to 2:30pm) .....	\$150
Commercial Water Turn Off (After Business Hours – 2:30 p.m. to 8:00 a.m.).....	\$300
Commercial Water Turn On (After Business Hours – 2:30 p.m. to 8:00 a.m.).....	\$300
Water Use (Before Meter Installation).....	\$100
Fire Hydrant Use.....	\$150

### Water/Sewer Allocation Fee:

Application Fee .....	\$250
Water or Sewer Allocation Fee .....	See Ordinance #1026 or most recent amendment thereto for calculation method

### Water/Sewer Tapping Fees:

If a Professional Services Agreement is required.....	\$250
If using an existing Professional Services Agreement or similar existing escrow .....	\$200
Water or Sewer Tapping Fee.....	See Ordinance #1025 or most recent amendment thereto for calculation method

### Water/Sewer Investigation Fee (per visit):

Residential (During Business Hours - 8:00 a.m. to 2:30 p.m.).....	\$50
Residential (After Business hours - 2:30 p.m. to 8:00 a.m.).....	\$100
Commercial (During Business Hours - 8:00 a.m. to 2:30 p.m.) .....	\$100
Commercial (After Business hours - 2:30 p.m. to 8:00 a.m.) .....	\$200
Final Meter Reading (72 hours notice).....	\$50
Final Meter Reading (No Notice).....	\$150

### Vehicle, Equipment and Operator Hourly Rates:

	Normal Hourly Rate		
PW Laborer/Operator	\$56.14		Per Hour
Cars	\$24.00		½ day
	\$48.00		Full day
Pickups	\$48.00		½ day
	\$96.00		Full day
Sewer Camera Truck	\$150.00		½ day
	\$300.00		Full day
Dump Trucks	\$75.00		½ day
	\$150.00		Full day
Tri-Axle Dump Trucks	\$150.00		½ day
	\$300.00		Full day
Skid Steers	\$75.00		½ day
	\$150.00		Full day
Backhoes/Loaders	\$150.00		½ day
	\$300.00		Full day
Trackless	\$200.00		½ day
	\$400.00		Full day

## SCHEDULE "G" Public Works Fees (continued)

<b>Vehicle and Equipment Hourly Rates (continued):</b>		
Rollers	\$75.00	½ day
	\$150.00	Full day
Sweeper	\$300.00	½ day
	\$600.00	Full day
Trailers	\$50.00	½ day
	\$100.00	Full day
Sealing Buggy/Hot Box	\$250.00	Full day ONLY
Leaf Vacuum	\$75.00	½ day
	\$150.00	Full day
Wood Chipper	\$75.00	½ day
	\$150.00	Full day
Concrete Mixer	\$50.00	½ day
	\$100.00	Full day
Message Board	\$75.00	½ day
	\$150.00	Full day
Water Pumps	\$50.00	½ day
	\$100.00	Full day
Water & Sewer Vacuum Trailer	\$150.00	½ day
	\$300.00	Full day
Water & Sewer Tank Trailer	\$50.00	½ day
	\$100.00	Full day
Air Compressors	\$75.00	½ day
	\$150.00	Full day
Grass Cutting Equipment	\$75.00	½ day
	\$150.00	Full day
Generators	\$75.00	½ day
	\$150.00	Full day
Chain Saws	\$40.00	½ day
	\$80.00	Full day
Concrete Saws	\$40.00	½ day
	\$80.00	Full day
Pole Pruner	\$40.00	½ day
	\$80.00	Full day
Wacker/Tampers & Plate Tampers	\$40.00	½ day
	\$80.00	Full day
Trackless Attachments	\$150.00	½ day
	\$300.00	Full day
Self-Propelled Mowers	\$20.00	½ day
	\$40.00	Full day
Weed Trimmers	\$20.00	½ day
	\$40.00	Full day
Blowers	\$30.00	½ day
	\$60.00	Full day



## SCHEDULE "H" Parks and Recreation Fees

### Pavilion Rental – Covered Bridge Park Pavilions 1, 2 and 3

*Pavilion Rentals do not require a liability insurance certificate*

	<u>Resident</u>	<u>Non-Resident/Business</u>
Rental Fee	\$85.00	\$150.00

### Field Permits

All rentals below require a \$1,000,000 minimum liability insurance certificate with South Whitehall Township named as an additional insured. The township administration may impose and pass on other real costs to any organizer not outlined in this fee schedule, and the administration retains the right to waive any and all fees based on exceptional circumstances.

	<u>Per Game Rate</u>	<u>Full Day Rental Per Field</u>
Disc Golf Course (Includes Pavilion 3 Rental)	N/A	\$150.00
Soccer	\$25.00	\$100.00
Baseball/Softball	\$25.00	\$100.00
Basketball	\$20.00	\$80.00

#### Camp Charge

½ Day \$10.00 per participant per week

Full Day See Pavilion Rental Rate

#### Approved Youth Group and PASD

Fee Waived

\*See Approved Youth Groups under the SWT Policy

### Special Event Setup & Breakdown/Park Rental

All rentals below require a \$1,000,000 minimum liability insurance certificate with South Whitehall Township named as an additional insured. The township administration may impose and pass on other real costs to any organizer not outlined in this fee schedule, and the administration retains the right to waive any and all fees based on exceptional circumstances.

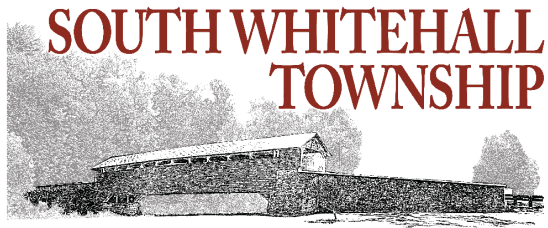
	<u>Resident</u>	<u>Non-Resident/Business</u>
Less than 99 People	Refer to Pavilion Rental Rates above	
100-250 People	\$175.00	\$250.00
250+ People	\$350.00	\$500.00
Public Works Employee per hour	Refer to SCHEDULE "G" Public Works Department Fees	
Police/Security per hour	Refer to SCHEDULE "F" Police Department Fees	
Additional Portable Toilet Unit	\$85 per unit	\$100 per unit

\*Other fees may apply (i.e. overlapping pavilion, fields, courts, on-site ambulance, road closure, field damage, etc.)

\*For tournaments, please include number of spectators in your total

\*If additional clean-up is required by Township staff, the PW Laborer/Operator Normal Hourly Rate will be charged for clean-up.





**MEMORANDUM FOR  
AGENDA ITEMS**

<b>TO:</b>	Board of Commissioners
<b>FROM:</b>	Tom Petrucci, Township Manager
<b>DATE:</b>	January 4, 2023
<b>SUBJECT:</b>	Consideration of Approval of Resolution (Adjustment to Compensation of Emergency Management Coordinator)
<b>COPY TO:</b>	H. Bender; T. Dickert; T. Fehnel

- **Action Requested:**

Approval of official action to approve the below-described Resolution:

**A RESOLUTION ADJUSTING THE ANNUAL COMPENSATION OF THE  
APPOINTED EMERGENCY MANAGEMENT COORDINATOR  
FOR SOUTH WHITEHALL TOWNSHIP**

- **Background Information:**

During the course of the discussions pertaining to the 2023 Budget, a discussion occurred regarding the consideration of the Board of Commissioners adjusting the annual compensation of the Emergency Management Coordinator, which is currently set at \$2,000.00 per annum.

The Board approved adjusting the line item in the 2023 Budget to \$5,000.00 per annum with the understanding that the matter would need to go before the Board of Commissioners for subsequent approval.

The Board of Commissioners had asked for benchmarking comparison for the compensation paid to this position in the local area.

That summarized data is provided below for reference:

<b>Emergency Management Coordinator Compensation Benchmarking</b>			
<b>Municipality</b>	<b>Township Classification</b>	<b>Compensation Amount (Annual)</b>	<b>Notes (as applicable)</b>
Bethlehem Township	First Class	\$0.00	The fire marshal/assistant commercial construction official (paid full-time position) serves as the EMC with no extra compensation, although there is a \$2,500 budget line item for EM expenses. They are considering additional compensation for handling EMC duties.
Forks Township	Second Class	\$0.00	N/A
Hanover Township (Northampton)	First Class	\$0.00	Position is filled by the Township Manager.
Lehigh Township	Second Class	\$0.00	
Lower Macungie Township	First Class	\$0.00	
Lower Saucon Township	Second Class	\$2,000.00	
North Whitehall Township	Second Class	\$0.00	
Salisbury Township	First Class	\$3,000.00	
South Whitehall Township	First Class	\$2,500.00	Considering an increase in compensation to \$5,000.00.
Upper Macungie Township	Second Class	\$0.00	EMC is part of a paid staff position, Director of Bureau of Fire and EMA Coordinator; his assistant is an appointed volunteer position with no compensation.

- **Budget Line Item(s) (if applicable):** *Please indicate approved budget amount for specified project(s).*  
01415001-40110 (\$5,000).

**SOUTH WHITEHALL TOWNSHIP  
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2023-19  
(Duly Adopted January 4, 2023 )**

**A RESOLUTION ADJUSTING THE ANNUAL COMPENSATION OF THE  
APPOINTED EMERGENCY MANAGEMENT COORDINATOR  
FOR SOUTH WHITEHALL TOWNSHIP**

**WHEREAS**, the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, previously appointed Mr. Jeffery J. Kelly, of 1480 Springhouse Road, Allentown, Pennsylvania, 18104, to the position of Emergency Management Coordinator by way of Resolution 2002-48, which was duly adopted on December 18, 2002; and,

**WHEREAS**, the Board of Commissioners of South Whitehall Township has determined that it is necessary and appropriate to adjust the compensation for the Emergency Management Coordinator for South Whitehall Township.

**NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED** by the Board of Commissioners of South Whitehall Township, Lehigh County, Pennsylvania, as follows:

1. All “WHEREAS” clauses are incorporated herein as though more fully set forth at length.
2. That the Board of Commissioners of South Whitehall Township, Lehigh County, Commonwealth of Pennsylvania duly approve affixing the compensation of the Emergency Management Coordinator as five-thousand dollars (\$5,000.00) per annum. The compensation amount of this position may be adjusted from time to time via an approved Resolution of the Board of Commissioners, in its sole discretion.

**DULY ADOPTED**, on this 4<sup>th</sup> day of January, 2023, by a majority of the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, at a duly advertised meeting of the Board of Commissioners at which a quorum was present. As part of this Resolution, the Board of Commissioners has directed that the President, or Vice-President in the absence of the President, execute this Resolution on behalf of the Board.

**TOWNSHIP OF SOUTH WHITEHALL  
BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Diane Kelly  
President

**ATTEST:**

\_\_\_\_\_  
Tricia Dickert, Secretary



**TOWNSHIP OF SOUTH WHITEHALL  
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2023-20  
(Duly Adopted January 4, 2023)**

**A RESOLUTION APPOINTING KEYCODES INSPECTION AGENCY AS  
TEMPORARY CODE ENFORCEMENT OFFICER FOR SOUTH WHITEHALL TOWNSHIP**

**WHEREAS**, the South Whitehall Township Board of Commissioners, by Ordinance No. 325, has adopted a Code of Ordinances governing South Whitehall Township; and,

**WHEREAS**, such Code of Ordinances does require the enforcement of all of the provisions of the Ordinances committed therein; and,

**WHEREAS**, the South Whitehall Township Board of Commissioners has created the office, title, and position of Code Enforcement Officer for the purpose of enforcing the Ordinance provisions contained in the South Whitehall Township Code of Ordinances; and,

**WHEREAS**, such enforcement responsibilities and powers have been assigned to numerous qualified persons by administrative decision.

**NOW, THEREFORE, BE IT RESOLVED**, that KeyCodes Inspection Agency be appointed as a Temporary Code Enforcement Officer, to serve at the pleasure of the Board of Commissioners for an unspecified contract term and/or until a successor shall be appointed. KeyCodes Inspection Agency shall have the duty, authority, and responsibility to enforce the provisions of the South Whitehall Township Code of Ordinances. KeyCodes Inspection Agency shall be paid compensation per the attached "Appendix – A" of this Resolution.

**NOW, THEREFORE, BE IT ADOPTED AND RESOLVED** that KeyCodes Inspection Agency is hereby appointed as a Temporary Code Enforcement Officer for the Township of South Whitehall.

**DULY ADOPTED** this 4<sup>th</sup> day of **January 2023**, by the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, in lawful session duly assembled.

**TOWNSHIP OF SOUTH WHITEHALL  
BOARD OF COMMISSIONERS**

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Diane Kelly, President

**ATTEST:**

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Tricia L. Dickert, Twp. Secretary

# **Keycodes Inspection Agency**

PO Box 391  
Bethlehem, Pennsylvania 18016-0391

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Phone 610.866.9663  
Fax 610.866.2664

www.keycodes.net  
info@keycodes.net

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## **2023 Fee Schedule – Miscellaneous Services**

### **Certificate of Occupancy Fees for Existing Structures:** **(Inspections based on Municipal ordinances)**

1 – Residential Dwellings Single Family, Single Family Townhouse, Single Family Twins, Semi-attached, Condominium Units and Mobile Homes.

- \$75.00 - each dwelling unit to be inspected
- \$70.00 – re-inspection (per visit)
- \$30.00 – Certificate of Occupancy

2 – Commercial and Industrial Buildings

- \$180.00 for first 1000 sq. ft. or less (single site visit only)
- \$30.00 for each additional 1 - 500 sq. ft.
- \$450.00 Maximum fee for initial inspection
- \$75.00 re-inspection (per visit)
- \$30.00 – Certificate of Occupancy

### **Zoning and Property Maintenance:**

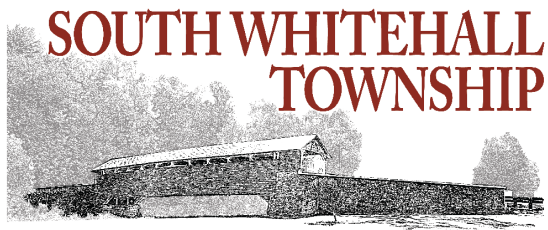
All services will be billed at:

- \$75.00 per hour during normal working hours (7AM to 5PM Monday thru Friday)
- \$90.00 per hour during non-normal working hours

MINIMUM INSPECTION FEE - \$75.00

Please call 610-866-9663 for any costs not included on these sheets or with any questions.





**MEMORANDUM FOR  
AGENDA ITEMS**

<b>TO:</b>	Board of Commissioners
<b>FROM:</b>	Tom Petrucci, Township Manager
<b>DATE:</b>	January 4, 2023
<b>SUBJECT:</b>	Direction/Discussion- South Whitehall Township Appointment Policy for Advisory Boards, Committees, Commissions and Councils (DRAFT)
<b>COPY TO:</b>	H. Bender; D. Manhardt; G. Addams; T. Fehnel

- **Action Requested:**

No official action is requested from the Board of Commissioners concerning this agenda item. Input and feedback is requested from the governing body on the draft policy, which is enclosed, to ensure that the policy is consistent with the goals and objectives of the Board concerning this subject matter.

- **Background Information:**

An executive summary of the key provisions of this draft policy is provided as follows:

1. Provides for maintaining a database of current members of Advisory Boards, Committees, Commissions and Councils (referred to as “Citizen Advisory Boards” for ease of reference.
2. Provides for maintaining a database of applicants to Citizen Advisory Boards.
3. Establishes the notification process for expiring and/or vacant Citizen Advisory Board positions on an annual basis.
4. Establishes that all expiring and/or vacant Citizen Advisory Board positions will be advertised for notice of availability in order to promote the principle of inclusion and afford opportunities to other potential applicants.
5. Clarifies that incumbent members of Citizen Advisory Boards need not submit a new application for consideration of reappointment, but will be required to interview before the Board of Commissioners.
6. Confirms that all interviews of applicants will be conducted during public regular meetings of the Board and Commissioners and utilize a panel interview format.

7. Establishes suggested minimum criteria for the selection, nomination and appointment of applicants.

- **Budget Line Item(s) (if applicable):** *Please indicate approved budget amount for specified project(s).*

N/A

Enclosure

**SOUTH WHITEHALL TOWNSHIP**  
**LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION 2023-\_\_**  
**(Duly Adopted \_\_\_\_\_, 2023)**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF SOUTH WHITEHALL TOWNSHIP TO ADOPT A FORMAL POLICY ENTITLED “SOUTH WHITEHALL TOWNSHIP APPOINTMENT POLICY FOR ADVISORY BOARDS, COMMITTEES, COMMISSIONS AND COUNCILS”**

**WHEREAS**, as the elected governing body of South Whitehall Township, the Board of Commissioners have the exclusive authority and responsibility to ensure that qualified individuals are appointed to the various citizen advisory Boards, Committees, Commissions, and Councils of South Whitehall Township (**hereinafter referred to as “Citizen Advisory Boards”**); and

**WHEREAS**, the Board of Commissioners has developed this comprehensive policy in order to ensure that the appointment process for all Citizen Advisory Boards is open, transparent, and inclusive for all interested applicants.

**NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED** by the Board of Commissioners of South Whitehall Township, Lehigh County, Pennsylvania, as follows:

1. All “WHEREAS” clauses are incorporated herein as though more fully set forth at length.
2. The Board of Commissioners hereby adopts the following policy:

***South Whitehall Township Appointment Policy for Advisory Boards, Committees, Commissions and Councils***

**I. Citizen Advisory Board Database**

- A. The Township Manager (or his/her designee) shall maintain an accurate database of the members of all Citizen Advisory Boards. The database shall contain the following minimum information:
  - i. The title and standard length of term of office of each position.
  - ii. Residency requirements, as applicable.
  - iii. Names, addresses, telephone numbers and email addresses of all appointed members of Citizen Advisory Boards.
  - iv. Appointment date of all members of Citizen Advisory Boards.

- v. Term of service expiration date of all members of Citizen Advisory Boards.

B. The Township Manager (or his/her designee) shall also maintain a database of all residents that have submitted resumes, letters of recommendation, and/or applications to be considered for appointment to the Citizen Advisory Boards of the Township. The Board of Commissioners may, in its sole discretion, utilize this database to fill any expiring and/or vacant Citizen Advisory Board positions.

## **II. Notification of Expiring and/or Vacant Terms**

- A. Each calendar year, the Township Manager (or his/her designee) shall provide notification to the Board of Commissioners in writing of all expiring terms of the appointed members of Citizen Advisory Boards at least one-hundred twenty (120) days prior to the term of service expiration date.
- B. Following notification to the governing body in writing, this information shall then be listed as agenda item on the next scheduled public regular meeting of the Board of Commissioners and announced during said meeting. For example, if a term is set to expire on December 31, notification shall be provided to the Board of Commissioners in writing no later than April 30. For notification provided on April 30, the next scheduled regular public regular meeting of the Board of Commissioners would be May 3.
- C. Occasionally, a Citizen Advisory Board position may become vacant when a member is unable to finish their term prior to the expiration of the term due to various factors. Resignation letters shall be submitted in writing in accordance with the applicable requirements of the ordinance or bylaws of each Citizen Advisory Board. In the absence of a formalized requirement to tender resignation letters in either an adopted ordinance or bylaws, resignation letters shall be submitted in writing to the attention of the Township Manager.
- D. The Township Manager (or his/her designee) shall be responsible for promptly informing the Board of Commissioners and the Chairperson of each Citizen Advisory Board of any vacancies that arise on each Citizen Advisory Board from time to time. Notification shall be in writing; this information shall then be announced at the next scheduled public regular meeting of the Board of Commissioners and listed on the agenda for consideration of official action.
- E. Whenever notification is required “in writing” for this policy, correspondence sent by email is considered an acceptable form of written communication.

### **III. Notice of Availability of Citizen Advisory Board Positions**

- A. Following annual notification to the Board of Commissioners of any expiring and/or vacant Citizen Advisory Board positions in accordance with Section II of this policy, the Township Manager shall advertise the availability of all expiring and/or vacant positions for all applicable Citizen Advisory Boards. The public notice advertisement shall establish a deadline for submitting applications for consideration of appointment to expiring and/or vacant positions on any Citizen Advisory Boards.
- B. Applicants must submit application forms that are approved for use by the South Whitehall Township Manager in order to be formally considered for appointment to the expiring and/or vacant positions of any Citizen Advisory Boards. In order to widely disseminate the availability of the expiring and/or vacant positions, the Township Manager shall utilize local newspapers, social media (when available), and the South Whitehall Township website to provide adequate public notice of and actively promote the availability of the positions. Submitting an application after the specified deadline or not utilizing the forms approved for use by the Township Manager shall constitute a defective submission.

### **IV. Reappointment of Incumbent Members**

- A. Certain Citizen Advisory Boards require specific technical expertise, depth of experience, esoteric community knowledge, training, and continuity of service in order to properly function and effectively serve the needs of the community. This expertise and experience is difficult to find among those willing to volunteer their time and talents to South Whitehall Township and is typically gained only by accumulated years of public service and relevant training, which may have been paid for with public funds provided by South Whitehall Township. Such Citizen Advisory Boards include, but are not necessarily limited to, the Zoning Hearing Board and the Planning Commission.
- B. When making appointments to these or any other Citizen Advisory Boards, the Board of Commissioners, in its sole discretion, may elect to retain incumbent appointees who are actively serving on Citizen Advisory Boards if it is determined to be in the best interests of South Whitehall Township and its residents. However, the Township will concurrently seek to receive applications in accordance with the process outlined in Section III of this policy in order to facilitate and promote the principles of inclusion and afford opportunities to other potential applicants.
- C. To further assist the Board of Commissioners in making its determination for reappointment of incumbent appointees, recommendations may be sought from the current Chairpersons and Secretaries of the relevant Citizen Advisory Boards and the Township Manager.

- D. Incumbent appointees seeking reappointment to any applicable Citizen Advisory Boards shall not be required to submit applications for consideration of reappointment to the Board of Commissioners. Incumbent appointees shall be required to submit written statements of intent (the format of an email is considered acceptable) concerning their desire for reappointment. However, incumbent appointees may submit any supportive materials they deem pertinent to their request for reappointment.
- E. Incumbent appointees seeking reappointment to any applicable Citizen Advisory Boards shall be required to undergo the interview process outlined in Section V of this policy.

## **V. Interviews**

- A. Following the receipt of applications on before the specified deadline, interviews shall be scheduled with all applicants. The applicants shall interview with the Board of Commissioners at scheduled public special meetings of the governing body. All public special meetings shall be conducted in accordance with the requirements of the Commonwealth of Pennsylvania Sunshine Law, as amended (or any successor legislation).
- B. The Board of Commissioners shall interview applicants individually in a panel format. Individual members of the Board of Commissioners may (but are not required to) develop a list of standard questions they would like to ask each of the applicants.
- C. Members of the public may observe the interview process but may not directly participate in asking applicants direct questions.

## **VI. Criteria for Evaluation of Applicants**

- A. The following criteria shall be utilized at a minimum by the Board of Commissioners when considering applicants for appointment to any Citizen Advisory Board position:
  - i. Background, Experience and Knowledge– The Board of Commissioners will consider the background, experience and knowledge of all applicants relative to the specific requirements that are inherent to each specific Citizen Advisory Board.
  - ii. Availability – The Board of Commissioners will consider whether applicants are available to serve on the dates/times of scheduled regular public meetings of the Citizen Advisory Board(s) that the applicant is being considered for appointment.
  - iii. Potential to Contribute – The Board of Commissioners will evaluate the potential contribution(s) that applicants may make if appointed to serve on

any Citizen Advisory Board of South Whitehall Township. The Board of Commissioners may consider the following criteria:

- a. Ability to communicate.
  - b. Desire to perform public service.
  - c. Ability to express ideas, concepts, or principles.
  - d. Desire to participate in decision-making process.
  - e. Special knowledge important to a particular Citizen Advisory Board.
- iv. Leadership Potential – Recognizing the potential need for applicants to serve in leadership roles (ex. Chairperson, Vice-Chairperson or Secretary) of Citizen Advisory Boards, the Board of Commissioners will evaluate the potential leadership abilities of applicants, such as:
- a. Past or present leadership experience (current employment, community service organizations, and/or education).
  - b. Expressed interest to serve in a leadership role.
- B. The intent of the above-listed criteria is to provide a guide to the Board of Commissioners and shall not be construed to constitute an exhaustive list.

## **VII. Nominations of Citizen Advisory Board Positions; Determination of Appointments/Reappointments**

- A. Following the completion of the interview process for each expiring and/or vacant position(s) of Citizen Advisory Boards, the Board of Commissioners will consider the appointment, by resolution, of applicants or incumbent appointees to fill Citizen Advisory Board expiring and/or vacant positions at the next regularly scheduled public meeting of the Board of Commissioners.
- B. Applicants must be nominated by the Board of Commissioners in open session and follow the nomination and appointment process outlined in Robert’s Rules of Order, as amended.
- C. The term duration for all appointees shall align with the applicable requirements set forth in the ordinances or bylaws for each Citizen Advisory Board.

**DULY ADOPTED**, this XX<sup>th</sup> day of XXXXXXXXXXXX, 2023 by a majority of the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, at a duly advertised meeting of the Board of Commissioners at which a quorum was present. As part of this Resolution, the Board of Commissioners has directed that the President, or Vice-President in the absence of the President, execute this Resolution on behalf of the Board.

**TOWNSHIP OF SOUTH  
WHITEHALL BOARD OF  
COMMISSIONERS**

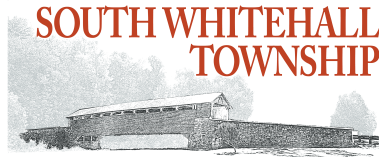
\_\_\_\_\_  
Diane Kelly, President

**ATTEST:**

\_\_\_\_\_  
Tricia Dickert, Secretary

DRAFT





**Agenda Item Details**

Meeting Jan 04, 2023 - Board of Commissioners

Category 10. CORRESPONDENCE AND INFORMATION ITEMS

Subject A. Current Vacancies on Boards/Commissions AND Upcoming Meetings

Access Public

Type Action (Consent), Information

Recommended Action Explanation by Township Manager, Tom Petrucci.

**Public Content**

**CURRENT VACANCIES ON BOARDS/COMMISSIONS:**

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

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

- Thursday, January 5th, 7P - Zoning Hearing Board
- Monday, January 9th, 7P - Public Safety Commission
- Monday, January 9th, 7P - Parks and Recreation Board
- Wednesday, January 11th, 10A - Civil Service Commission

**Administrative Content**

**Executive Content**



**PUBLIC NOTICE**  
**SOUTH WHITEHALL TOWNSHIP**  
**2023 MEETING SCHEDULES**

**NOTICE IS HEREBY GIVEN**, pursuant to Section 709(a) of the Pennsylvania Sunshine Act, 65 Pa.C.S.709(a), that the public agency boards, commissions and councils of South Whitehall Township, Lehigh County, Pennsylvania will hold their regular public meetings during the 2023 calendar year as follows:

**Board of Commissioners** – Regular public meetings will be held on the first and third Wednesday of each month commencing at 7:00 PM, prevailing time, identified as follows: **January 4, 2023 at 7:00 PM; January 18, 2023 at 7:00 PM; February 1, 2023 at 7:00 PM; February 15, 2023 at 7:00 PM; March 1, 2023 at 7:00 PM; March 15, 2023 at 7:00 PM; April 5, 2023 at 7:00 PM; April 19, 2023 at 7:00 PM; May 3, 2023 at 7:00 PM; May 17, 2023 at 7:00 PM; June 7, 2023 at 7:00 PM; June 21, 2023 at 7:00 PM; July 5, 2023 at 7:00 PM; July 19, 2023 at 7:00 PM; August 2, 2023 at 7:00 PM; August 16, 2023 at 7:00 PM; September 6, 2023 at 7:00 PM; September 20, 2023 at 7:00 PM; October 4, 2023 at 7:00 PM; October 18, 2023 at 7:00 PM; November 1, 2023 at 7:00 PM; November 15, 2023 at 7:00 PM; December 6, 2023 at 7:00 PM; and December 20, 2023 at 7:00 PM.** All Board of Commissioners regular public meetings will be held at the South Whitehall Township Municipal Building, which is located at 4444 Walbert Avenue, Allentown, Lehigh County, Pennsylvania, 18104

**Building Code Appeals Board** – Regular public meetings will be held on the second and fourth Wednesday of every month commencing at 3:30 PM, prevailing time, on an as-needed basis, identified as follows: **January 11, 2023 at 3:30 PM; January 25, 2023 at 3:30 PM; February 8, 2023 at 3:30 PM; February 22, 2023 at 3:30 PM; March 8, 2023 at 3:30 PM; March 22, 2023 at 3:30 PM; April 12, 2023 at 3:30 PM; April 26, 2023 at 3:30 PM; May 10, 2023 at 3:30 PM; May 24, 2023 at 3:30 PM; June 14, 2023 at 3:30 PM; June 28, 2023 at 3:30 PM; July 12, 2023 at 3:30 PM; July 26, 2023 at 3:30 PM; August 9, 2023 at 3:30 PM; August 23, 2023 at 3:30 PM; September 13, 2023 at 3:30 PM; September 27, 2023 at 3:30 PM; October 11, 2023 at 3:30 PM; October 25, 2023 at 3:30 PM; November 8, 2023 at 3:30 PM; and December 13, 2023 at 3:30 PM.** (Exceptions are as follows: The second meetings in November and December are cancelled). All Building Code Appeals Board regular public meetings will be held at the South Whitehall Township Municipal Building, which is located at 4444 Walbert Avenue, Allentown, Lehigh County, Pennsylvania, 18104

**Civil Service Commission** – Regular public meetings will be held on the second Wednesday of every month commencing at 10:00 AM, prevailing time, identified as follows: **January 11, 2023 at 10:00 AM; February 8, 2023 at 10:00 AM; March 8, 2023 at 10:00 AM; April 12, 2023 at 10:00 AM; May 10, 2023 at 10:00 AM; June 14, 2023 at 10:00 AM; July 12, 2023 at 10:00 AM; August 9, 2023 at 10:00 AM; September 13, 2023 at 10:00 AM; October 11, 2023 at 10:00 AM; November 8, 2023 at 10:00 AM; and December 13, 2023 at 10:00 AM.** All Civil Service Commission regular public meetings will be held at the South Whitehall Township Municipal Building, which is located at 4444 Walbert Avenue, Allentown, Lehigh County, Pennsylvania, 18104.

**Emergency Management Services** – Regular public meetings will be held as follows: **March 9, 2023 at 7:00 PM; June 8, 2023 at 7:00 PM; September 14, 2023 at 7:00 PM; and December**

**14, 2023 at 7:00 PM.** All Emergency Management Services regular public meetings will be held at Cetronia Joint Operation Center, 4350 Broadway, Allentown, Lehigh County, Pennsylvania, 18104.

**Green Advisory Council** – Regular public meetings will be held as follows: **January 23, 2023 at 6:00 PM; February 27, 2023 at 6:00 PM; March 20, 2023 at 6:00 PM; April 17, 2023 at 6:00 PM; May 15, 2023 at 6:00 PM; June 19, 2023 at 6:00 PM; July 17, 2023 at 6:00 PM; August 21, 2023 at 6:00 PM; September 18, 2023 at 6:00 PM; October 16, 2023 at 6:00 PM; November 20, 2023 at 6:00 PM; and December 18, 2023 at 6:00 PM.** All Green Advisory Council regular public meetings will be held at the South Whitehall Township Municipal Building, which is located at 4444 Walbert Avenue, Allentown, Lehigh County, Pennsylvania, 18104.

**Landscape and Shade Tree Commission** – Regular public meetings will be held as follows: **January 23, 2023 at 10:00 AM; February 27, 2023 at 10:00 AM; March 27, 2023 at 10:00 AM; April 24, 2023 at 10:00 AM; May 22, 2023 at 10:00 AM; June 26, 2023 at 10:00 AM; July 24, 2023 at 10:00 AM; August 28, 2023 at 10:00 AM; September 25, 2023 at 10:00 AM; October 23, 2023 at 10:00 AM; November 20, 2023 at 10:00 AM; and December 18, 2023 at 10:00 AM.** All Landscape and Shade Tree Commission regular public meetings will be held at the South Whitehall Township Municipal Building, which is located at 4444 Walbert Avenue, Allentown, Lehigh County, Pennsylvania, 18104.

**Park and Recreation Board** – Regular public meetings will be held on the second Monday of every month commencing at 7:00 PM, prevailing time, identified as follows: **January 9, 2023 at 7:00 PM; February 13, 2023 at 7:00 PM; March 13, 2023 at 7:00 PM; April 10, 2023 at 7:00 PM; May 8, 2023 at 7:00 PM; June 12, 2023 at 7:00 PM; September 11, 2023 at 7:00 PM; October 9, 2023 at 7:00 PM; and November 13, 2023 at 7:00 PM.** (Exceptions are as follows: No meetings in July, August & December.). All Park and Recreation Board regular public meetings will be held at the South Whitehall Township Municipal Building, which is located at 4444 Walbert Avenue, Allentown, Lehigh County, Pennsylvania, 18104.

**Planning Commission** – Regular public meetings will be held on the third Thursday of every month commencing at 7:30 PM, prevailing time, identified as follows: **January 19, 2023 at 7:30 PM; February 16, 2023 at 7:30 PM; March 16, 2023 at 7:30 PM; April 20, 2023 at 7:30 PM; May 18, 2023 at 7:30 PM; June 15, 2023 at 7:30 PM; July 20, 2023 at 7:30 PM; August 17, 2023 at 7:30 PM; September 21, 2023 at 7:30 PM; October 19, 2023 at 7:30 PM; November 16, 2023 at 7:30 PM; and December 21, 2023 at 7:30 PM.** Please check the Township website each month for meeting details. All Planning Commission regular public meetings will be held at the South Whitehall Township Municipal Building, which is located at 4444 Walbert Avenue, Allentown, Lehigh County, Pennsylvania, 18104.

**Public Safety Commission** – Regular public meetings will be held as follows: **January 9, 2023 at 7:00 PM; February 6, 2023 at 7:00 PM; March 6, 2023 at 7:00 PM; April 3, 2023 at 7:00 PM; May 1, 2023 at 7:00 PM; June 6, 2023 at 7:00 PM; July 3, 2023 at 7:00 PM; August 7, 2023 at 7:00 PM; September 11, 2023 at 7:00 PM; October 2, 2023 at 7:00 PM; November 6, 2023 at 7:00 PM; and December 4, 2023 at 7:00 PM.** All Public Safety regular public meetings will be held at the South Whitehall Township Municipal Building, which is located at 4444 Walbert Avenue, Allentown, Lehigh County, Pennsylvania, 18104.

**Zoning Hearing Board** – Regular public meetings will be held on the fourth Wednesday of every month commencing at 7:00 PM, prevailing time, identified as follows: **January 25, 2023 at 7:00 PM; February 22, 2023 at 7:00 PM; March 22, 2023 at 7:00 PM; April 26, 2023 at 7:00 PM; May 24, 2023 at 7:00 PM; June 28, 2023 at 7:00 PM; July 26, 2023 at 7:00 PM; August 23,**

**2023 at 7:00 PM; September 27, 2023 at 7:00 PM; October 25, 2023 at 7:00 PM; November 22, 2023 at 7:00 PM; and December 27, 2023 at 7:00 PM.** Overflow hearing dates, if necessary, are the first Thursday of the month at 7:00 p.m. Please check the Township website each month for meeting details. All Zoning Hearing Board regular public meetings will be held at the South Whitehall Township Municipal Building, which is located at 4444 Walbert Avenue, Allentown, Lehigh County, Pennsylvania, 18104.

Unless otherwise advertised, all regular public meetings are to be held at the South Whitehall Township Municipal Building, which is located at 4444 Walbert Avenue, Allentown, Lehigh County, Pennsylvania, 18104. Please check the South Whitehall Township website at [www.southwhitehall.com](http://www.southwhitehall.com) for all meeting details (including agendas, meeting packets and hybrid virtual meeting participation options). South Whitehall Township Planning Commission and South Whitehall Township Zoning Hearing Board Meetings will be advertised appropriately in accordance with the applicable requirements of the Code of the Township of South Whitehall prior to each regular public meeting.

**TOM PETRUCCI**  
Township Manager

