



Tuesday, January 2, 2024
Board of Commissioners Meeting – 7:00 PM

1. CALL TO ORDER

A. Roll Call

2. PLEDGE OF ALLEGIANCE

3. ANNOUNCEMENTS

- A. All public sessions of the South Whitehall Township Board of Commissioners are electronically recorded, filed, and posted on the Township Website for Public access.
- B. Public /Virtual Meeting Rules
- C. Board of Commissioners Met in Executive Session on the following dates to discuss Legal and Personnel Matters: None.

4. INSTALLATION OF ELECTED OFFICIALS

A. Administration of Oaths of Office by The Honorable Anna-Kristie M. Marks - Commissioners Diane Kelly, Jacob D. Roth, and Thomas J. Johns.

5. PRESENTATION

A. South Whitehall Township Police Department - Badge Pinning Ceremony: Officers Nathan Petersen, Noel Brouse, Zakkary Foster, Kelley Quilty, Trent Garlin, and Abbie Miller.

6. REORGANIZATION AND APPOINTMENTS

- A. Motion to Nominate President of Board
- B. Motion to Nominate Vice President of Board
- C. Motion to Nominate Assistant Township Secretary
- *Motion to Approve said Resolution Appointing Assistant Township Secretary*
- D. Resolution Reappointing Township Secretary
- *Motion to Approve said Resolution Reappointing Tricia Dickert as Township Secretary*
- E. Resolution Reappointing Township Treasurer
- *Motion to Approve said Resolution Reappointing Herbert Bender as Township Treasurer.*

F. A Resolution of the Board of Commissioners of South Whitehall Township, Lehigh County, Pennsylvania, Reappointing Thomas R. Petrucci as Township Manager

- *Motion to Approve said Resolution Reappointing Thomas R. Petrucci as Township Manager.*

G. A Resolution Reappointing David C. Torrey to the South Whitehall Township Vacancy Board.

- *Motion to Approve said Resolution Reappointing David C. Torrey to the South Whitehall Township Vacancy Board.*

H. Resolutions to Extend all Professional Services Firms to Serve at the Pleasure of the Board of Commissioners for an Unspecified Contract Term.

- *Motion to Approve Resolutions for the Reappointment of Township Professional Services Firms to Serve at the Pleasure of the Board of Commissioners for an unspecified Contract Term*
 - *Township Solicitor - Joseph A. Zator II, Zator Law Offices*
 - *Alternate Township Solicitor - James L. Broughal; Broughal & DeVito*
 - *Civil Service Commission Solicitor - Eckert Seamans*
 - *Pension Committee Solicitor - Eckert Seamans*
 - *Labor Counsel - Eckert Seamans*
 - *Building Code Appeals Board Solicitor - Lawrence B. Fox, Esquire*
 - *Township Tax Appeal Hearing Officer - Lawrence B. Fox, Esquire*
 - *Township Engineer - The Pidcock Company*
 - *Alternate Township Engineer - Keystone Consulting Engineers*
 - *Sewage Enforcement Officer (SEO) - Keystone Consulting Engineers*
 - *Geotechnical Engineer - Hanover Engineering*
 - *Alternate Sewage Enforcement Officer (SEO) - Hanover Engineering*
 - *Utility Engineer - Spotts, Stevens and McCoy (SSM)*
 - *Third-Party Residential Inspector - Barry Isett & Associates*
 - *Third-Party Commercial Inspector - KeyCodes Inspection Agency*

I. A Resolution Reappointing Laura M. Harrier as South Whitehall Township Zoning Officer.

- *Motion to Approve said Resolution Reappointing Laura M. Harrier as Zoning Officer.*

J. A Resolution Appointing Thomas Harper as South Whitehall Township Alternate Zoning Officer.

- *Motion to Approve said Resolution Appointing Thomas Harper as Alternate Zoning Officer.*

K. A Resolution Reappointing John Frantz as the Primary Building Code Official and Code Enforcement Officer of South Whitehall Township.

- *Motion to Approve said Resolution Reappointing John Frantz as Building Code Official for South Whitehall Township.*

L. A Resolution Appointing Laura M. Harrier as Alternate Building Code Official and Code Enforcement Officer of South Whitehall Township.

- *Motion to Approve said Resolution Appointing Laura M. Harrier as Alternate Building Code Official and Code Enforcement Officer of South Whitehall Township.*

M. A Resolution Reappointing Thomas Harper as Code Enforcement Officer for South Whitehall

Township.

- *Motion to Approve said Resolution Reappointing Thomas Harper as Code Enforcement Officer for South Whitehall Township.*

7. ORDINANCES

8. RESOLUTIONS

A. A Resolution Amending Resolution No. 2023-27 Designating Depositories for Township Funds

- *Motion to Approve said Resolution Designating Depositories for Township Funds.*

B. A Resolution to Amend the Fee Schedule for Administrative Fees, Non-Residential 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 Non-Subdivision or Land Development Fees; And to Provide for a General Repealer, Severability Clause and Effective Date.

- *Motion to Approve said Resolution Amending Township Fee Schedule.*

C. A Resolution Establishing the Manner of Compensation for Zoning Hearing Board Solicitor for the Township of South Whitehall.

- *Motion to Approve said Resolution Establishing Manner of Compensation for ZHB Solicitor.*

D. A Resolution of the Board of Commissioners of South Whitehall Township, Lehigh County, Pennsylvania, Authorizing the Execution of a Professional Services Agreement with SCS Engineers for the Development of a South Whitehall Township Solid Waste/Recycling Program Evaluation and Routing Study.

- *Motion to Approve said Resolution Authorizing the Execution of a Professional Services Agreement with SCS Engineers for the Purposes of Developing a SWT Solid Waste/Recycling Program Evaluation and Routing Study.*

E. A Resolution Authorizing President of Board of Commissioners to Sign Lehigh County Regional Traffic Safety Program Grant.

- *Motion to Approve said Resolution Authorizing President of BOC to Sign LC Regional Traffic Safety Program Grant.*

9. MOTIONS

10. CORRESPONDENCE AND INFORMATION ITEMS

A. Boards and Commissions - Informational Items / Vacancies

B. Public Notice - South Whitehall Township 2024 Meeting Schedule.

11. DIRECTION/DISCUSSION ITEMS

12. OLD BUSINESS

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

14. MOTION TO AUTHORIZE PAYMENT OF INVOICES & DISBURSEMENTS

A. Invoices and Disbursements

15. EXECUTIVE SESSION

A. Scheduled Accordingly.

16. ADJOURNMENT

A. Motion to Adjourn.



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BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: January 2, 2024

SUBMITTED BY: Tracy Fehnel, Administration

ITEM TYPE: Announcements

AGENDA SECTION: INSTALLATION OF ELECTED OFFICIALS

SUBJECT: Administration of Oaths of Office by The Honorable Anna-Kristie M. Marks - Commissioners Diane Kelly, Jacob D. Roth, and Thomas J. Johns.

SUGGESTED ACTION:

ATTACHMENTS:



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BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: January 2, 2024

SUBMITTED BY: Tracy Fehnel, Police

ITEM TYPE: Presentation

AGENDA SECTION: PRESENTATION

SUBJECT: South Whitehall Township Police Department - Badge Pinning Ceremony: Officers Nathan Petersen, Noel Brouse, Zakkary Foster, Kelley Quilty, Trent Garlin, and Abbie Miller.

SUGGESTED ACTION:

ATTACHMENTS:



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BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: January 2, 2024

SUBMITTED BY: Tracy Fehnel, Administration

ITEM TYPE: Motion

AGENDA SECTION: REORGANIZATION AND APPOINTMENTS

SUBJECT: Motion to Nominate President of Board

SUGGESTED ACTION:

ATTACHMENTS:



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BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: January 2, 2024

SUBMITTED BY: Tracy Fehnel, Administration

ITEM TYPE: Motion

AGENDA SECTION: REORGANIZATION AND APPOINTMENTS

SUBJECT: Motion to Nominate Vice President of Board

SUGGESTED ACTION:

ATTACHMENTS:



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BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: January 2, 2024

SUBMITTED BY: Tracy Fehnel, Administration

ITEM TYPE: Resolution

AGENDA SECTION: REORGANIZATION AND APPOINTMENTS

SUBJECT: Motion to Nominate Assistant Township Secretary

SUGGESTED ACTION:

- *Motion to Approve said Resolution Appointing Assistant Township Secretary*

ATTACHMENTS:

[2024.01.02 BOC - Resolution 2024-28 - Appointing ____ as Assistant Township Secretary \(2024\).pdf](#)

**SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2024-28
(Duly Adopted January 2, 2024)**

**A RESOLUTION APPOINTING ____
TO THE POSITION OF ASSISTANT TOWNSHIP SECRETARY**

WHEREAS, the First Class Township Code, under Article IX, establishes the position of Assistant Township Secretary and the means for filling said position; and,

WHEREAS, ____ has acknowledged his/her willingness to serve as Assistant Township Secretary.

NOW, THEREFORE, BE IT RESOLVED that ____, Address, Allentown, Pennsylvania, be appointed to the position of Assistant Township Secretary, said term expiring December 31, 2025, or until a successor shall have been appointed.

DULY ADOPTED this 2nd day of **January 2024**, 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**

President,

ATTEST:

Tricia Dickert, Township Secretary



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BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: January 2, 2024

SUBMITTED BY: Tracy Fehnel, Administration

ITEM TYPE: Resolution

AGENDA SECTION: REORGANIZATION AND APPOINTMENTS

SUBJECT: Resolution Reappointing Township Secretary

SUGGESTED ACTION:

- *Motion to Approve said Resolution Reappointing Tricia Dickert as Township Secretary*

ATTACHMENTS:

[2024.01.02 BOC - Resolution 2024-29 - Reappointing Tricia Dickert as Township Secretary \(2024\).pdf](#)

**SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2024-29
(Duly Adopted January 2, 2024)**

**A RESOLUTION REAPPOINTING TRICIA DICKERT
TO THE POSITION OF TOWNSHIP SECRETARY**

WHEREAS, the First Class Township Code, under Article IX, establishes the position of Township Secretary and the means for filling said position; and,

WHEREAS, **Tricia Dickert** has acknowledged her willingness to serve as Township Secretary.

NOW, THEREFORE, BE IT RESOLVED that **Tricia Dickert**, 857 E. Tioga Street, Allentown, Pennsylvania, be reappointed to the position of Township Secretary, said term expiring December 31, 2025, or until a successor shall have been appointed.

DULY ADOPTED this **2nd** day of **January 2024**, 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**

President,

ATTEST:

Assist. Township Secretary



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BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: January 2, 2024

SUBMITTED BY: Tracy Fehnel, Administration

ITEM TYPE: Resolution

AGENDA SECTION: REORGANIZATION AND APPOINTMENTS

SUBJECT: Resolution Reappointing Township Treasurer

SUGGESTED ACTION:

- *Motion to Approve said Resolution Reappointing Herbert Bender as Township Treasurer.*

ATTACHMENTS:

[2024.01.02 BOC - Resolution 2024-30 - Reappointing Herbert Bender, Treasurer \(00782165xA8EEA\) 2024.pdf](#)

SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA

RESOLUTION NO. 2024-30
(Duly Adopted January 2, 2024)

**A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF SOUTH WHITEHALL TOWNSHIP REAPPOINTING
HERBERT BENDER AS TOWNSHIP TREASURER**

WHEREAS, pursuant to Section 801-A of the First Class Township Code, the Board of Commissioners is empowered to appoint a township treasurer, who may be the elected tax collector or a Township employee, to serve at the pleasure of the Board of Commissioners; and

WHEREAS, the Board of Commissioners of South Whitehall Township has determined that reappointing Herbert Bender, a Township employee, to the role of Township treasurer, as more fully set forth in this Resolution, is in the best interest of the Township.

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

1. Treasurer. The Board of Commissioners hereby reappoints Township employee, Herbert Bender, to serve as the treasurer of South Whitehall Township, which appointment shall continue at the pleasure of the Board of Commissioners. Mr. Bender's appointment as treasurer shall be conditioned upon Mr. Bender securing a fidelity bond to the Commonwealth in an amount at least equal to 50% of the amount of Township funds estimated by the Board of Commissioners to be available to the Township treasurer at any time during the year, and said bond shall be subscribed by a surety company duly authorized to do business in this Commonwealth. In the event that Mr. Bender is unable to fulfill the conditions set forth herein, the role of treasurer of South Whitehall Township shall be deemed to be vacant.

2. Effective Date. This Resolution shall become as of January 2, 2024.

3. Severability. In the event any provision, section, sentence, clause or part of this Resolution shall be held to be invalid, such invalidity shall not affect or impair any remaining provision, section, sentence, clause or part of this Resolution, it being the intent of the Board of Commissioners that the remainder of the Resolution shall remain in full force and effect.

4. Repealer. All resolutions or parts thereof, insofar as the same are inconsistent herewith are repealed hereby.

DULY ADOPTED this 2nd day of **January 2024** 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**

President,

ATTEST:

Tricia Dickert, Twp. Secretary



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BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: January 2, 2024

SUBMITTED BY: Tracy Fehnel, Administration

ITEM TYPE: Resolution

AGENDA SECTION: REORGANIZATION AND APPOINTMENTS

SUBJECT: A Resolution of the Board of Commissioners of South Whitehall Township, Lehigh County, Pennsylvania, Reappointing Thomas R. Petrucci as Township Manager

SUGGESTED ACTION:

- *Motion to Approve said Resolution Reappointing Thomas R. Petrucci as Township Manager.*

ATTACHMENTS:

[2024.01.02 BOC - Resolution 2024-18 - Reappointing Thomas Petrucci as Township Manager - 2024.pdf](#)
[Exhibit 1- Township Manager Job Description.pdf](#)

**SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2024-18
(Duly Adopted January 2, 2024)**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF SOUTH WHITEHALL TOWNSHIP, LEHIGH COUNTY,
PENNSYLVANIA, REAPPOINTING THOMAS PETRUCCI
AS TOWNSHIP MANAGER**

WHEREAS, the Office of Township Manager was established by Ordinance 45 on April 13, 1966, which was subsequently amended via Ordinance No. 22 (enacted August 4, 2010), Ordinance No. 948 (enacted April 18, 2012), Ordinance No. 989 (enacted November 5, 2014), and Ordinance No. 1001 (enacted September 16, 2015); and

WHEREAS, the Office of Township Manager is codified in Chapter 50, Article I of the Code of the Township of South Whitehall.

NOW, THEREFORE, BE IT ADOPTED AND RESOLVED, that the Board of Commissioners of South Whitehall Township, hereby appoints Thomas Petrucci to serve as Township Manager subject to applicable law and the following conditions:

1. The Township Manager shall perform the job duties and responsibilities as outlined in the Township Manager Ordinance, codified as Chapter 50, Article 1 of the Code of The Township of South Whitehall, as amended and as may be amended or replaced from time to time in the future, and set forth in an Employment Agreement, which is attached hereto and incorporated herein as Exhibit "A".
2. The Township Manager shall devote his full time, ability and attention to Township business during his time as Township Manager.
3. All other terms of employment applicable to the Township Manager are outlined in the Employment Agreement and/or the Township Employee Handbook.

DULY ADOPTED this 2nd day of **January, 2024** by a majority of the Board of Commissioners of the Township 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 Resolution, the Board of Commissioners has directed that the President, or Vice-President in the absence of the President, or Secretary in the absence of both the President and Vice-President, execute this Resolution with said Employment Agreement being attached hereto and incorporated herein as Exhibit "A" on behalf of the Board.

**TOWNSHIP OF SOUTH WHITEHALL
BOARD OF COMMISSIONERS**

President,

ATTEST:

Tricia Dickert, Township Secretary

EXHIBIT 1
South Whitehall Township Manager Job Description

(Updated June 1, 2017)

Position Title: Township Manager

Reports To: Board of Commissioners

Overview: The Township Manager's authority shall come from the Board of Commissioners as a whole. Manage day-to-day Township operations. Serve as a central point of contact among the Board of Commissioners, staff and the community. Provide for continuity of operations through changes in Board membership. Foster a positive, progressive and accessible environment for officials, staff and public.

The Township Manager shall perform the following duties and responsibilities in addition to those outlined in the Code of the Township of South Whitehall, Chapter 50, Article I, as amended, and as may be amended or replaced from time to time in the future:

1. Direct and supervise activities of all municipal departments and functions, unless the Board of Commissioners takes action to the contrary.
2. Carry out all policies and programs established by the Board of Commissioners.
3. Responsible for the overall coordination, administration, and enforcement of all Township ordinances and resolutions and ensuring said coordination, administration, and enforcement is consistent with the Board of Commissioners' policy-making discretion.
4. Manage and provide for the supervision of public improvements, works and undertakings of the Township.
5. Manage and provide for the supervision for the Board of Authority and Police Department.
6. Manage Township funds and ensure funds are properly invested to provide an appropriate return and liquidity.
7. Attend to the negotiation and letting of contracts in due form of law, subject to the approval of the Board of Commissioners, and supervise the performance and faithful execution of same, except insofar as such duties are expressly imposed upon some other Township officer by statute.
8. Provide proper administration of all franchises, leases, permits, and privileges granted by or to the Township and ensure all terms and conditions imposed in favor of the Township or its residents in any public utility franchise or in any contract are faithfully kept and performed.

9. Preserve, protect, and maintain all Township property.
10. Attend all meetings of the Board of Commissioners with the right to take part in discussions, but without the right to vote. Prepare agenda in conjunction with Board President. Make recommendations with explanation to Board in all matters of substance and importance.
11. Report regularly to the Board of Commissioners the conduct of Township affairs, including submission of periodic reports on the condition of the Township finances and other such reports as the Board of Commissioners shall request and making such recommendations to the Board of Commissioners as the Manager deems necessary.
12. Prepare and submit to the Board of Commissioners, before the close of the fiscal year, or on such alternate date as the Board of Commissioners shall determine, a budget for the next fiscal year with an explanatory budget message. In preparing the budget, the Township Manager, or an officer designated by him, shall obtain from the head of each department, agency, board or officer estimates of revenues and expenditures and other supporting data as requested. The Township Manager shall provide the Board of Commissioners with monthly updates of revenues and expenses.
13. Administer the budget as approved, keeping the Board of Commissioners fully advised at all times as to the ongoing financial condition and needs of the Township.
14. Submit to the Board of Commissioners, as soon as possible after the close of the fiscal year, a complete report on the financial and administrative activities of the Township for the preceding year.
15. Obtain and maintain current knowledge regarding existing and changing legislative requirements for general operations, and alert the Board of Commissioners as to issues that may affect the Township. Provide options and recommend to the Board of Commissioners the adoption of such measures as may be advisable for the continued development and well-being of the Township.
16. Identify and coordinate the development of applications for funding opportunities in support of short-term and long-term goals of the Township.
17. Manage all Township employees, including the hiring of, and when deemed necessary and for the good of the Township, the discharging of, employees. Other management responsibilities include employee staffing, organization, procedures, training, promotion, discipline, and providing annual performance evaluations of all direct reports and ensuring that required performance evaluations are conducted for all other Township employees who do not report directly to the Township Manager. The Township Manager shall utilize and consult with the Township's human resource professional to ensure that the management of Township employees is in accordance with all applicable laws, regulations, codes, ordinances, resolutions, and Township policies and procedures. All hiring of employees and promotions involving an increase in compensation or benefits shall be made only within the confines of the budget approved by the Board of Commissioners. The Township Manager shall notify the Board of Commissioners prior to discharging any

- Township employee, and except in cases of emergency, prior to suspending any Township employee.
18. Pursuant to the Board of Commissioners' direction, take part in collective bargaining negotiations.
 19. Ensure efficient administration of the general office and other functions of the Township government.
 20. Assure that all material sums owed the Township are promptly paid, and that proper proceedings are taken for the security and collection of all the Township's claims. The Township Manager shall have the authority to write off any debt owed to the Township of less than \$2,500, which is deemed by the Township Manager to be uncollectible or not cost-effective to collect. Further, the Township Manager shall have the ability to settle outstanding sums to within 95% of the amount actually owed to the Township. The Township manager can write off outstanding interest, penalties and attorney's fees not to exceed \$1,000.
 21. Ensure that all supplies and equipment for the various agencies, boards, departments, and other offices of the Township are purchased in accordance with the provisions of the First Class Township Code and all other applicable laws; keep an account of the purchases and, from time to time or when directed by the Board of Commissioners, make a full written report thereof; issue rules and regulations, subject to approval of the Board of Commissioners, governing the requisition and purchasing of all municipal supplies and equipment.
 22. Manage all complaints regarding services or personnel of the Township. Investigate and dispose of such complaints and report thereon to the Board of Commissioners any complaints deemed pertinent to the operations of the Township.
 23. Pursuant to the Board of Commissioner's direction, employ, supervise and coordinate the efficient use of all contracted services and experts, including legal, engineering, auditing, insurance, consultants and assessments.
 24. Function as a key contact on inquiries to the Township from various sources, including federal, state, and county officials, businesses, and residents needs and concerns.
 25. Manage Township staff and resources in a manner that is, when practicable, resident and business-friendly by dealing conscientiously, fairly, and diplomatically with public requests and concerns.
 26. Monitor the performance of vendors.
 27. Manage communications and relationships with media.
 28. Provide for proper management of all Township records and documents to include destruction when allowed by law.

29. Perform such other duties as may be required by ordinance or by direction of the Board of Commissioners.





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BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: January 2, 2024

SUBMITTED BY: Tracy Fehnel, Administration

ITEM TYPE: Resolution

AGENDA SECTION: REORGANIZATION AND APPOINTMENTS

SUBJECT: A Resolution Reappointing David C. Torrey to the South Whitehall Township Vacancy Board.

SUGGESTED ACTION:

- *Motion to Approve said Resolution Reappointing David C. Torrey to the South Whitehall Township Vacancy Board.*

ATTACHMENTS:

[2024.01.02 BOC - Resolution 2023-22 - Reappointing David Torrey to SWT Vacancy Board 2024.pdf](#)

**SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2024-22
(Duly Adopted January 2, 2024)**

**A RESOLUTION REAPPOINTING DAVID C. TORREY TO THE
SOUTH WHITEHALL TOWNSHIP VACANCY BOARD**

WHEREAS, Section 530 of the First Class Township Code enumerates procedures for filling of vacancies occurring on the Board of Commissioners or in the elected office of Township Tax Collector; and,

WHEREAS, said Section 530 required the appointment of a Vacancy Board comprised of the Board of Commissioners and a registered elector of the Township elected by the Board of Commissioners and who shall act as Chairman of the Board; and,

WHEREAS, David C. Torrey has acknowledged his willingness to be reappointed as a member of the South Whitehall Township Vacancy Board.

NOW, THEREFORE, BE IT RESOLVED that David C. Torrey of 1351 Deerfield Drive, Allentown, South Whitehall Township, Lehigh County, Pennsylvania, be appointed to the South Whitehall Township Vacancy Board, said appointment terminating on December 31, 2024, or until a successor shall has been appointed.

DULY ADOPTED this 2nd day of **January 2024** by the Board of Commissioners of South Whitehall Township, Lehigh County, Pennsylvania, in lawful session duly assembled.

**SOUTH WHITEHALL TOWNSHIP
BOARD OF COMMISSIONERS**

President,

ATTEST:

Tricia Dickert, Twp. Secretary



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BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: January 2, 2024

SUBMITTED BY: Tracy Fehnel, Administration

ITEM TYPE: Resolution

AGENDA SECTION: REORGANIZATION AND APPOINTMENTS

SUBJECT: Resolutions to Extend all Professional Services Firms to Serve at the Pleasure of the Board of Commissioners for an Unspecified Contract Term.

SUGGESTED ACTION:

- *Motion to Approve Resolutions for the Reappointment of Township Professional Services Firms to Serve at the Pleasure of the Board of Commissioners for an unspecified Contract Term*
 - *Township Solicitor - Joseph A. Zator II, Zator Law Offices*
 - *Alternate Township Solicitor - James L. Broughal; Broughal & DeVito*
 - *Civil Service Commission Solicitor - Eckert Seamans*
 - *Pension Committee Solicitor - Eckert Seamans*
 - *Labor Counsel - Eckert Seamans*
 - *Building Code Appeals Board Solicitor - Lawrence B. Fox, Esquire*
 - *Township Tax Appeal Hearing Officer - Lawrence B. Fox, Esquire*
 - *Township Engineer - The Pidcock Company*
 - *Alternate Township Engineer - Keystone Consulting Engineers*
 - *Sewage Enforcement Officer (SEO) - Keystone Consulting Engineers*
 - *Geotechnical Engineer - Hanover Engineering*
 - *Alternate Sewage Enforcement Officer (SEO) - Hanover Engineering*
 - *Utility Engineer - Spotts, Stevens and McCoy (SSM)*
 - *Third-Party Residential Inspector - Barry Isett & Associates*
 - *Third-Party Commercial Inspector - KeyCodes Inspection Agency*

ATTACHMENTS:

2024.01.02 BOC - Resolution 2024-02 - Reappointing Joseph A. Zator, II, Zator Law Offices, LLC, as Township Solicitor - 2024, rates attached.pdf

2024.01.02 BOC - Resolution 2024-03 - Reappointing James L. Broughal, Alternate Township Solicitor - 2024.pdf

2024.01.02 BOC - Resolution 2024-04 - Reappointing Eckert Seamans as Solicitor of the Civil Service Commission - 2024.pdf

2024.01.02 BOC - Resolution 2024-05 - Reappointing Eckert Seamans as Solicitor for the Pension Committee - 2024.pdf

2024.01.02 BOC - Resolution 2024-06 - Reappointing Eckert Seamans as Labor Counsel for SWT - 2024.pdf

2024.01.02 BOC - Resolution 2024-07 - Reappointing Lawrence B. Fox, Esquire, as Solicitor to the Township Building Code Appeals Board - 2024.pdf

2024.01.02 BOC - Resolution 2024-08 - Reappointing Lawrence B. Fox, Esquire, Tax Appeal Hearing Officer - 2024.pdf

2024.01.02 BOC - Resolution 2024-09 - Reappointing The Pidcock Company, as Township Engineer - 2024.pdf

2024.01.02 BOC - Resolution 2024-10 - Reappointing Keystone Consulting Engineers as Alternate Township Engineer for 2024.pdf

2024.01.02 BOC - Resolution 2024-11 - Reappointing Keystone Consulting Engineers as Sewage Enforcement Officer for 2024.pdf

2024.01.02 BOC - Resolution 2024-12 - Reappointing Hanover Engineering as Geotechnical Engineer - 2024.pdf

For Comparison - Hanover Engineering, GEO, 2023-13.pdf

2024.01.02 BOC - Resolution 2024-13 - Reappointing Hanover Engineering Alternate Sewage Enforcement Officer (SEO) - 2024.pdf

For Comparison - Hanover Engineering, SEO, 2023-14.pdf

2024.01.02 BOC - Resolution 2024-14 - Reappointment of SSM Group, Inc., as Utility Engineer - 2024.pdf

2024.01.02 BOC - Resolution 2024-15 - Reappointing Barry Isett & Assoc. as Third-Party Residential Inspector and Establishing the Manner of Compensation 2024.pdf

2024.01.02 BOC - Resolution 2024-16 - Reappointing KeyCodes Inspection Agency as Commercial Inspector - 2024.pdf

**SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2024-02
(Duly Adopted January 2, 2024)**

**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 2nd day of **January 2024** 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**

President,

ATTEST:

Tricia L. Dickert, Twp. Secretary

APPENDIX - A

APPENDIX - A

From: [Joseph Zator](#)
To: [Tom Petrucci](#); [Tracy J. Fehnel](#)
Cc: [Jennifer Alderfer](#)
Subject: FW: Legal Fees - Rate Increase
Date: Monday, December 18, 2023 12:02:33 PM

Tom, Tracy,

As requested by Tracy's email of December 8 at 1:37PM, I am providing information regarding the Zator Law proposed fee increase for 2024. The majority of the information was provided by my December 6 email below. However, because Tracy's email asked for two additional pieces of information, I am forwarding this email to supplement the information I provided previously.

The explanation for the fee increase is rather straightforward. Our costs have escalated across the Board. In fact, they have escalated more than the proposed percentage increase in professional fee rates.

The percentage increase for attorneys for the majority (approximately 69% in 2023) of municipal work is 2.4%. The percentage increase for real estate matters paid by the Township (approximately 31% in 2023) is 4.6%. The blended rate increase is therefore approximately 3.1%

Feel free to let me know if you have any questions about this information.

Thank you.

Very truly yours,

Joseph A. Zator II, Esq.



American Heritage Building
4400 Walbert Avenue at Ridgeview Drive
Allentown, PA 18104
P: 610.432.1900
F: 610.432.1707

[Visit our website](#)

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From: Joseph Zator
Sent: Wednesday, December 6, 2023 12:00 PM
To: Tom Petrucci <petruccit@southwhitehall.com>
Cc: Jennifer Alderfer <jalderfer@zatorlaw.com>
Subject: Legal Fees - Rate Increase

Tom,

Here is our proposed rate increase for 2024. It is minimal. Every aspect of our Firm cost structure has increased. The cumulative effect is that our proposed rate increase for South Whitehall Township does not keep pace with increased expenses impacting Zator Law. However, I am doing my best to minimize the increase to South Whitehall Township. The blended rate increases impacting taxpayers are together below the CPI.

<u>CURRENT RATES - 2022</u>	<u>PROPOSED RATES - 2024</u>
<p>All real estate matters:</p> <ul style="list-style-type: none"> • Attorneys: \$215/hr. • Paralegals: \$105/hr. • Real estate/title assistant: \$44/hr. <p>All other work:</p> <ul style="list-style-type: none"> • Attorneys: \$205/hr. • Paralegals: \$100/hr. 	<p>All real estate matters:</p> <ul style="list-style-type: none"> • Attorneys: \$225/hr. • Paralegals: \$115/hr. • Real estate/title assistant: \$46/hr. <p>All other work:</p> <ul style="list-style-type: none"> • Attorneys: \$210/hr. • Paralegals: \$105/hr.

Thank you.

Respectfully,

Joe

Joseph A. Zator II, Esq.



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**SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2024-03
(Duly Adopted January 2, 2024)**

**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 **2nd** day of **January 2024** 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**

President,

ATTEST:

Tricia L. Dickert, Twp. Secretary

APPENDIX - A

From: [Lisa Pereira](#)
To: [Tracy J. Fehnel](#); [Tom Petrucci](#)
Subject: RE: RESEND - Request from South Whitehall Township - Professional Fee Schedules for 2024
Date: Tuesday, December 12, 2023 10:16:33 AM
Attachments: [image001.png](#)

Good morning Tom and Tracy,

Our rate for 2024 would remain the same (\$175/hr).

Thanks,
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

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.

IRS CIRCULAR 230 DISCLOSURE: As required by U.S. Treasury Regulations governing tax practice, you are advised that any written tax advice contained herein was not intended to be used, and cannot be used, by any taxpayer for the purpose of avoiding tax penalties that may be imposed under the Internal Revenue Code.

From: Tracy J. Fehnel <fehnel@southwhitehall.com>
Sent: Friday, December 8, 2023 1:52 PM
Subject: RESEND - Request from South Whitehall Township - Professional Fee Schedules for 2024

CORRECTION – Request for Professional Fee Schedules for **2024.**

From: Tracy J. Fehnel
Sent: Friday, December 8, 2023 1:37 PM
Subject: Request from South Whitehall Township - **Professional Fee Schedules for 2024**
Importance: High

Email to: Professional Services Individuals who provide services to

**SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2024-04
(Duly Adopted January 2, 2024)**

**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 2nd day of **January 2024**, 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**

President,

ATTEST:

Tricia L. Dickert, Twp. Secretary

APPENDIX - A

APPENDIX - A

From: [Ryan J. Cassidy](#)
To: [Tracy J. Fehnel](#)
Subject: Re: RESEND - Request from South Whitehall Township - Professional Fee Schedules for 2024
Date: Monday, December 18, 2023 4:46:16 PM
Attachments: [image001.png](#)
[image807815.png](#)
[image186008.png](#)
[image394260.png](#)
[image251861.png](#)
[image552158.png](#)
[image001456.png](#)
[image924844.png](#)
[image779287.png](#)
[image416728.png](#)
[image317867.png](#)

Good afternoon Tracy, and sorry for the delay. We will freeze our rates for 2024.



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

BIO: 👤 VCARD: 🗂️ | 🌐 [in](#) [twitter](#)

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From: Tracy J. Fehnel <fehnel@southwhitehall.com>

Sent: Friday, December 8, 2023 1:52:07 PM

Subject: [EXTERNAL] RESEND - Request from South Whitehall Township - Professional Fee Schedules for 2024

CORRECTION – Request for Professional Fee Schedules for **2024**.

From: Tracy J. Fehnel

Sent: Friday, December 8, 2023 1:37 PM

Subject: Request from South Whitehall Township - **Professional Fee Schedules for 2024**

Importance: High

Email to: Professional Services Individuals who provide services to South

****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 16th Street • 22nd Floor • Philadelphia, PA 19102
Direct (215) 851.8531 | Mobile (215) 498.5248
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

BIO: 👤 VCARD: 🗂 | 🌐 [in](#) [tw](#)

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From: Tracy J. Fehnel <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>
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 4th 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 or feel free to call me if you have any questions/concerns. Thanks so much,

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 6th 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 6th agenda. The commissioners have asked that if you have an increase in your fees, that you be in attendance at the Wednesday, January 6th 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 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 16th Street • 22nd Floor • Philadelphia, PA 19102
Direct (215) 851.8433 | Mobile (215) 680.6242
asnyder@eckertseamans.com
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>; 'sstauffer@kceinc.com' <sstauffer@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 <kinney@southwhitehall.com>; Steve Carr <carrs@southwhitehall.com>; Randy Cope <coper@southwhitehalltwp.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 16th Street • 22nd Floor • Philadelphia, PA 19102
Direct (215) 851.8531 | Mobile (215) 498.5248
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>
Cc: Ryan J. Cassidy <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

Rate for 2019 are same as 2018. See below.

Fehnel Tracy J.

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 16th Street • 22nd Floor • Philadelphia, PA 19102
Direct (215) 851.8433 | Mobile (215) 680.6242
asnyder@eckertseamans.com
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. 2024-05
(Duly Adopted January 2, 2024)**

**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 2nd day of **January 2024**, 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**

President

ATTEST:

Tricia L. Dickert, Twp. Secretary

APPENDIX - A

APPENDIX - A

From: [Ryan J. Cassidy](#)
To: [Tracy J. Fehnel](#)
Subject: Re: RESEND - Request from South Whitehall Township - Professional Fee Schedules for 2024
Date: Monday, December 18, 2023 4:46:16 PM
Attachments: [image001.png](#)
[image807815.png](#)
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[image394260.png](#)
[image251861.png](#)
[image552158.png](#)
[image001456.png](#)
[image924844.png](#)
[image779287.png](#)
[image416728.png](#)
[image317867.png](#)

Good afternoon Tracy, and sorry for the delay. We will freeze our rates for 2024.



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

BIO: 👤 VCARD: 🗂️ | 🌐 [in](#) [twitter](#)

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From: Tracy J. Fehnel <fehnel@southwhitehall.com>

Sent: Friday, December 8, 2023 1:52:07 PM

Subject: [EXTERNAL] RESEND - Request from South Whitehall Township - Professional Fee Schedules for 2024

CORRECTION – Request for Professional Fee Schedules for **2024**.

From: Tracy J. Fehnel

Sent: Friday, December 8, 2023 1:37 PM

Subject: Request from South Whitehall Township - **Professional Fee Schedules for 2024**

Importance: High

Email to: Professional Services Individuals who provide services to South

****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 16th Street • 22nd Floor • Philadelphia, PA 19102
Direct (215) 851.8531 | Mobile (215) 498.5248
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

BIO: 👤 VCARD: 🗂 | 🌐 [in](#) [tw](#)

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From: Tracy J. Fehnel <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>
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 4th 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 or feel free to call me if you have any questions/concerns. Thanks so much,

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 6th 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 6th agenda. The commissioners have asked that if you have an increase in your fees, that you be in attendance at the Wednesday, January 6th 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 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 16th Street • 22nd Floor • Philadelphia, PA 19102
Direct (215) 851.8433 | Mobile (215) 680.6242
asnyder@eckertseamans.com
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>; 'sstauffer@kceinc.com' <sstauffer@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 <kinney@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 16th Street • 22nd Floor • Philadelphia, PA 19102
Direct (215) 851.8531 | Mobile (215) 498.5248
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>
Cc: Ryan J. Cassidy <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

Rate for 2019 are same as 2018. See below.

Fehnel Tracy J.

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 16th Street • 22nd Floor • Philadelphia, PA 19102
Direct (215) 851.8433 | Mobile (215) 680.6242
asnyder@eckertseamans.com
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. 2024-06
(Duly Adopted January 2, 2024)**

**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 2nd day of **January 2024** 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**

President

ATTEST:

Tricia L. Dickert, Twp. Secretary

APPENDIX - A

APPENDIX - A

From: [Ryan J. Cassidy](#)
To: [Tracy J. Fehnel](#)
Subject: Re: RESEND - Request from South Whitehall Township - Professional Fee Schedules for 2024
Date: Monday, December 18, 2023 4:46:16 PM
Attachments: [image001.png](#)
[image807815.png](#)
[image186008.png](#)
[image394260.png](#)
[image251861.png](#)
[image552158.png](#)
[image001456.png](#)
[image924844.png](#)
[image779287.png](#)
[image416728.png](#)
[image317867.png](#)

Good afternoon Tracy, and sorry for the delay. We will freeze our rates for 2024.



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

BIO: 👤 VCARD: 🗂️ | 🌐 [in](#) [twitter](#)

Celebrating 65 years of dedicated community & client service

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From: Tracy J. Fehnel <fehnel@southwhitehall.com>

Sent: Friday, December 8, 2023 1:52:07 PM

Subject: [EXTERNAL] RESEND - Request from South Whitehall Township - Professional Fee Schedules for 2024

CORRECTION – Request for Professional Fee Schedules for **2024**.

From: Tracy J. Fehnel

Sent: Friday, December 8, 2023 1:37 PM

Subject: Request from South Whitehall Township - **Professional Fee Schedules for 2024**

Importance: High

Email to: Professional Services Individuals who provide services to South

****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 16th Street • 22nd Floor • Philadelphia, PA 19102
Direct (215) 851.8531 | Mobile (215) 498.5248
rcassidy@eckertseamans.com

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



Ryan J. Cassidy

Member

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From: Tracy J. Fehnel <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>
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 4th 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 or feel free to call me if you have any questions/concerns. Thanks so much,

A handwritten signature in black ink 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 6th 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 6th agenda. The commissioners have asked that if you have an increase in your fees, that you be in attendance at the Wednesday, January 6th 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 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 16th Street • 22nd Floor • Philadelphia, PA 19102
Direct (215) 851.8433 | Mobile (215) 680.6242
asnyder@eckertseamans.com
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>; 'sstauffer@kceinc.com' <sstauffer@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 <kinney@southwhitehall.com>; Steve Carr <carrs@southwhitehall.com>; Randy Cope <coper@southwhitehalltwp.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
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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>
Cc: Ryan J. Cassidy <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

Rate for 2019 are same as 2018. See below.

Fehnel Tracy J.

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 16th Street • 22nd Floor • Philadelphia, PA 19102
Direct (215) 851.8433 | Mobile (215) 680.6242
asnyder@eckertseamans.com
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. 2024-07
(Duly Adopted January 2, 2024)**

**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 2nd day of **January 2024** 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**

President,

ATTEST:

Tricia L. Dickert, Twp. Secretary

APPENDIX - A

APPENDIX - A

From: jnmanos@bfoxlaw.com
To: [Tracy J. Fehnel](#)
Cc: [Tom Petrucci](#)
Subject: Professional Fees
Date: Friday, December 8, 2023 2:02:47 PM

Good afternoon, Tracy. Attorney Fox's rates will not increase and will remain the same at \$150.00 per hour for the year 2024. 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.

SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA

RESOLUTION NO. 2024-08
(Duly Adopted January 2, 2024)

**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 2nd day of **January 2024** 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

President,

ATTEST:

Tricia L. Dickert, Twp. Secretary

APPENDIX - A

APPENDIX - A

From: jnmanos@bfoxlaw.com
To: [Tracy J. Fehnel](#)
Cc: [Tom Petrucci](#)
Subject: Professional Fees
Date: Friday, December 8, 2023 2:02:47 PM

Good afternoon, Tracy. Attorney Fox's rates will not increase and will remain the same at \$150.00 per hour for the year 2024. 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

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**SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2024-09
(Duly Adopted January 2, 2024)**

**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 2nd 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**

President,

ATTEST:

Tricia L. Dickert, Twp. Secretary

APPENDIX - A

THE PIDCOCK COMPANY

CIVIL ENGINEERING AND LAND PLANNING
ARCHITECTURE
LAND SURVEYING

RECEIVED
EXECUTIVE DEPARTMENT

NOV 27 2023

SOUTH WHITEHALL TOWNSHIP

Oxford Drive at Fish Hatchery Road
2451 Parkwood Drive Allentown, Pennsylvania 18103-9608
Telephone: 610-791-2252
Telefacsimile: 610-791-1256
E-mail: info@pidcockcompany.com
Website: www.pidcockcompany.com

APPENDIX - A

69

Established 1924
J. Scott Pidcock, P.E., R.A.

Bruce E. Anderson, P.E., LEED AP
Brian A. Dillman, P.E.
Ronald J. Gawlik, P.E.
Brian E. Harman, P.E., PTOE
James A. Rothdeutsch, P.E., LEED AP
John R. Russek, Jr., P.E.
Brent C. Tucker, P.E.

Douglas E. Haberbosch, P.E.
William G. Kmetz, P.L.S.
Jeffrey R. Matyus
John M. McRoberts, P.E.
Brent D. Shriver, P.E.
Todd L. Sonntag, R.A., LEED AP
Anthony F. Tallarida, P.E.
Ryan R. Troutman, P.E.

G. Edwin Pidcock, P.E., P.L.S. 1924-1967
John S. Pidcock, P.E., P.L.S. 1954-1999
Ralph M. Pidcock, P.L.S. 1952-2000 (Retired)

November 20, 2023

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 2024

Dear Mr. Petrucci:

Enclosed herewith is a rate schedule which we propose to be effective January 1, 2024. Based on the labor costs of 2023 and projecting similar activity over the next year, the new rate schedule would include an average increase of 2.0% for personnel. We have been--and continue to be--carefully monitoring and controlling our expenses so as to provide professional services efficiently.

Mr. Thomas Petrucci
November 17, 2023

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

A handwritten signature in black ink, appearing to read "Anthony F. Tallarida". The signature is fluid and cursive, with the first name "Anthony" and last name "Tallarida" clearly distinguishable.

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

mdb

Enclosure

xc/enc: Mr. Herb Bender via email
Ms. Tracy J.B. Fehnel via email

THE PIDCOCK COMPANY

South Whitehall Township
2024 Professional Rate Schedule

PROFESSIONAL SERVICES

<u>Personnel Category</u>	<u>Hourly Rates</u>
Principal of Firm	\$151
Senior Engineer II/Senior Architect II	\$150
Senior Engineer I/Senior Architect I	\$146
Staff Engineer II	\$142
Staff Engineer I	\$136
Assistant Engineer II	\$123
Assistant Engineer I	\$111
Project Assistant III	\$ 86
Project Assistant II	\$ 73
Project Assistant I	\$ 61
Surveyor II	\$110
Surveyor I	\$100
Construction Representative II	\$110
Construction Representative I	\$100
Computer Aided Design Equipment	\$ 31
Electronic Survey Equipment	\$ 31
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. 2024-10
(Duly Adopted January 2, 2024)**

**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 2nd day of **January 2024** 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:

President,

Tricia L. Dickert, Twp. Secretary

APPENDIX - A



CIVIL ENGINEERS & SURVEYORS

5012 Medical Center Circle, Allentown, PA 18106 • 610-865-4555 • 610-758-9009

East Office: Bethlehem, **West Office:** Allentown, **North Office:** Kresgeville

December 11, 2023

RECEIVED
EXECUTIVE DEPARTMENT

DEC 11 2023

SOUTH WHITEHALL TOWNSHIP

Tracy J.B. Fehnel
Insurance Administrator
South Whitehall Township
4444 Walbert Avenue
Allentown, PA 18104

RE: KCE Municipal Management, Organization Chart and 2024 Professional Fee Schedule

Dear Tracy,

Keystone Consulting Engineers, Inc. (KCE) are pleased to offer our professional services to South Whitehall Township again in 2024 as alternate Engineer and Sewage Enforcement Officer (SEO). You will note an approximate 4% increase from our 2023 fees. This increase is based on the 2024 inflation rate as well as increases in health insurance rates.

Included are attachments which list our professional services with updated 2024 rates.

Attachment I	2024 Professional Fee Schedule
Attachment II	2024 Sewage Enforcement Services

We have also provided an outline of the Management and Service Team dedicated to our municipal clients.

We look forward to the opportunity to serve South Whitehall's staff, residents, elected and appointed officials again in 2024.

Sincerely,

Keystone Consulting Engineers, Inc.

A handwritten signature in blue ink that reads 'Daren J. Martocci'.

Daren J. Martocci
Client Services Director

PC: Thomas Petrucci, Township Manager
David Manhardt, AICP, Director of Community Development

Engineering firm of choice since 1972

Visit us at: www.kceinc.com

ATTACHMENT I

2024 PROFESSIONAL FEE SCHEDULE

	<u>HOURLY RATE</u>
PROFESSIONAL ENGINEER / PROJECT MANAGER	130.50
PROFESSIONAL LAND SURVEYOR	126.50
PROFESSIONAL GEOLOGIST	141.50
PROJECT ENGINEER / SENIOR ENGINEERING DESIGNER	126.50
ENGINEERING DESIGNER 1	105.00
ENGINEERING DESIGNER 2	114.00
ENGINEERING DESIGNER 3	123.00
REGISTERED LANDSCAPE ARCHITECT	122.50
ENGINEERING TECHNICIAN 1	83.50
ENGINEERING TECHNICIAN 2	93.00
ENGINEERING TECHNICIAN 3	98.50
DRAFTSMAN 1	58.00
DRAFTSMAN 2	66.50
GIS SPECIALIST	130.50
GIS TECHNICIAN	83.50
SEWAGE ENFORCEMENT OFFICER	117.50
ZONING SERVICES	104.50
CODE ENFORCEMENT SERVICES	83.50
CONSTRUCTION INSPECTOR	95.00
TYPIST/TECHNICIAN I	58.00
TECHNICIAN II	67.00
EXPERT TESTIMONY	211.00
FIELD SURVEY CREW (1-PERSON)	137.00
FIELD SURVEY CREW (2-PERSON)	171.00
FIELD SURVEY CREW (3-PERSON)	211.00
ELECTRONIC SURVEY EQUIPMENT	8.80
ROBOTIC SURVEY EQUIPMENT	13.30
GPS SURVEY EQUIPMENT	15.20
ALL TERRAIN VEHICLE	142.00 (Per Day)
UTILITY TERRAIN VEHICLE	218.00 (Per Day)
SOIL INFILTRATION EQUIPMENT	30.10 (Per Day)
WATER LEVEL METER	30.10 (Per Day)
TRAFFIC COUNTER	7.20
TRAFFIC MODELING SYSTEM	7.20
PRINTS	7.20 (Each)
PHOTOCOPIES	0.35 (Each)
NIGHT SHIFT DIFFERENTIAL (7PM-6AM)	15.00 (Per Hour)
OUTSIDE SERVICES	(Cost Plus 5%)

ATTACHMENT II

SEWAGE ENFORCEMENT SERVICES SOUTH WHITEHALL TOWNSHIP, LEHIGH COUNTY, PENNSYLVANIA

2024 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 2024 fee for this service is \$140.00 per EDU; quantity evaluation \$140.00 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 provide 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 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 2024 fee for this service is \$140.00 per pit observation; quantity observation is \$140.00 perc 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 2024 fee for this service is \$655.00.

- 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 2024 fee for this service is \$460.00 per test.

- c. Observation of Percolation Test - If the applicant or developer should desire to retain another qualified individual 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 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 2024 fee for this service is \$410.00 per test; quantity observation \$410.00 per lot, i.e., two 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 2024 fee for this service is \$220.00; additional review time at \$117.50 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 2024 fee for this service is \$300.00.

- 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 2024 fee for this service is \$355.00; additional review time at \$117.50 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 2024 fee for this service is \$230.00.

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 and/or Stone/Placement
- c) Final Inspection

Keystone Consulting Engineers, Inc.'s 2024 fee for this service is \$460.00.

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 2024 fee for this service is \$315.00 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 2024 fee is \$117.50 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 2024 fee for this service is \$117.50 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 2024 fee for this service is \$240.

KCE Management:

Eric Snyder, P.E., President & CEO
 Frank Clark, Vice-President, Allentown Office Manager
 Daren Martocci, Client Services Director (Municipal)

KCE's Municipal Team:

Client Manager:

Daren Martocci has previously served other as municipalities as Community Development and Planning Director, Zoning Officer and administrator and will be the direct contact related to all services provided by KCE. He has been with KCE for 21 years and has over 30 years of experience in municipal engineering, planning, and zoning.

Engineering Manager:

Kevin Chimics, P.E., serving as the Engineering Manager will be the contact for development planning items, oversight and finalizing planning and commissioner's reviews, township capital improvements projects including roadways and park projects, and public works projects.

Planning & Design:

Jason Schweyer, R.L.A., Township Subdivision and Land Development Plan Review Engineer, Assist Engineering Manager with the Planning Commission and capital improvements projects including roadway, recreation, and public works projects.

Traffic Services Manager:

Scott Pasterski, P.E., P.T.O.E, Traffic Signal Maintenance, Traffic Capital Projects Engineer, Special Project Engineer.

Construction Services Manager:

Mark Heffner, Commercial and Residential Construction project coordinator, closeouts, punchiest and security releases.

Utility Engineering Manager:

Timothy Miller, P.E., Manages Utility Engineering, Act 537 Planning, Sewer Maintenance Program.

Geoinformation Services:

Heather Willever, G.I.T., Geoinformation Systems, Mapping, Asset Management, Geology and Geotech Review and Design.

Land Surveying Manager:

Doug Harwick P.L.S., Land Surveying Supervisors, Chief of Survey (companywide).

Key Staff Members:

Robin Robertson, P.E., Environmental, Stormwater and Hydrology

J. Scott Stenroos, P.E., Land Development, Traffic Engineering

Kyle Kuester, Grading Review/Inspection & Zoning Services

Marvin Walton, Zoning Services & Subdivision Administrator

Jim Macort, Code Enforcement Services

Blake McMullen, P.E., Utility Design, Act 537, Utility Construction Representative

Benjamin Bowen, MS4 & PRP Coordinator

Christopher Noll, S.E.O., PA Certified Sewage Enforcement Officer, Stormwater Infiltration

Eric Erb, S.E.O., PA Certified Sewage Enforcement Officer, Stormwater Infiltration

Brian Melendez, Survey Crew Chief, Survey Stakeout

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

**RESOLUTION NO. 2024-11
(Duly Adopted January 2, 2024)**

**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 2nd day of **January 2024**, 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**

President,

ATTEST:

Tricia L. Dickert, Twp. Secretary

APPENDIX - A



CIVIL ENGINEERS & SURVEYORS

5012 Medical Center Circle, Allentown, PA 18106 • 610-865-4555 • 610-758-9009
East Office: Bethlehem, **West Office:** Allentown, **North Office:** Kresgeville

December 11, 2023

RECEIVED
EXECUTIVE DEPARTMENT

Tracy J.B. Fehnel
 Insurance Administrator
 South Whitehall Township
 4444 Walbert Avenue
 Allentown, PA 18104

DEC 11 2023

SOUTH WHITEHALL TOWNSHIP

RE: KCE Municipal Management, Organization Chart and 2024 Professional Fee Schedule

Dear Tracy,

Keystone Consulting Engineers, Inc. (KCE) are pleased to offer our professional services to South Whitehall Township again in 2024 as alternate Engineer and Sewage Enforcement Officer (SEO). You will note an approximate 4% increase from our 2023 fees. This increase is based on the 2024 inflation rate as well as increases in health insurance rates.

Included are attachments which list our professional services with updated 2024 rates.

Attachment I	2024 Professional Fee Schedule
Attachment II	2024 Sewage Enforcement Services

We have also provided an outline of the Management and Service Team dedicated to our municipal clients.

We look forward to the opportunity to serve South Whitehall's staff, residents, elected and appointed officials again in 2024.

Sincerely,

Keystone Consulting Engineers, Inc.

Daren J. Martocci
 Client Services Director

PC: Thomas Petrucci, Township Manager
 David Manhardt, AICP, Director of Community Development

Engineering firm of choice since 1972

Visit us at: www.kceinc.com

ATTACHMENT I

2024 PROFESSIONAL FEE SCHEDULE

	<u>HOURLY RATE</u>
PROFESSIONAL ENGINEER / PROJECT MANAGER	130.50
PROFESSIONAL LAND SURVEYOR	126.50
PROFESSIONAL GEOLOGIST	141.50
PROJECT ENGINEER / SENIOR ENGINEERING DESIGNER	126.50
ENGINEERING DESIGNER 1	105.00
ENGINEERING DESIGNER 2	114.00
ENGINEERING DESIGNER 3	123.00
REGISTERED LANDSCAPE ARCHITECT	122.50
ENGINEERING TECHNICIAN 1	83.50
ENGINEERING TECHNICIAN 2	93.00
ENGINEERING TECHNICIAN 3	98.50
DRAFTSMAN 1	58.00
DRAFTSMAN 2	66.50
GIS SPECIALIST	130.50
GIS TECHNICIAN	83.50
SEWAGE ENFORCEMENT OFFICER	117.50
ZONING SERVICES	104.50
CODE ENFORCEMENT SERVICES	83.50
CONSTRUCTION INSPECTOR	95.00
TYPIST/TECHNICIAN I	58.00
TECHNICIAN II	67.00
EXPERT TESTIMONY	211.00
FIELD SURVEY CREW (1-PERSON)	137.00
FIELD SURVEY CREW (2-PERSON)	171.00
FIELD SURVEY CREW (3-PERSON)	211.00
ELECTRONIC SURVEY EQUIPMENT	8.80
ROBOTIC SURVEY EQUIPMENT	13.30
GPS SURVEY EQUIPMENT	15.20
ALL TERRAIN VEHICLE	142.00 (Per Day)
UTILITY TERRAIN VEHICLE	218.00 (Per Day)
SOIL INFILTRATION EQUIPMENT	30.10 (Per Day)
WATER LEVEL METER	30.10 (Per Day)
TRAFFIC COUNTER	7.20
TRAFFIC MODELING SYSTEM	7.20
PRINTS	7.20 (Each)
PHOTOCOPIES	0.35 (Each)
NIGHT SHIFT DIFFERENTIAL (7PM-6AM)	15.00 (Per Hour)
OUTSIDE SERVICES	(Cost Plus 5%)

ATTACHMENT II

SEWAGE ENFORCEMENT SERVICES SOUTH WHITEHALL TOWNSHIP, LEHIGH COUNTY, PENNSYLVANIA

2024 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 2024 fee for this service is \$140.00 per EDU; quantity evaluation \$140.00 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 provide 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 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 2024 fee for this service is \$140.00 per pit observation; quantity observation is \$140.00 perc 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 2024 fee for this service is \$655.00.

- 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 2024 fee for this service is \$460.00 per test.

- c. Observation of Percolation Test - If the applicant or developer should desire to retain another qualified individual 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 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 2024 fee for this service is \$410.00 per test; quantity observation \$410.00 per lot, i.e., two 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 2024 fee for this service is \$220.00; additional review time at \$117.50 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 2024 fee for this service is \$300.00.

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 2024 fee for this service is \$355.00; additional review time at \$117.50 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 2024 fee for this service is \$230.00.

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 and/or Stone/Placement
- c) Final Inspection

Keystone Consulting Engineers, Inc.'s 2024 fee for this service is \$460.00.

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 2024 fee for this service is \$315.00 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 2024 fee is \$117.50 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 2024 fee for this service is \$117.50 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 2024 fee for this service is \$240.

KCE Management:

Eric Snyder, P.E., President & CEO
 Frank Clark, Vice-President, Allentown Office Manager
 Daren Martocci, Client Services Director (Municipal)

KCE's Municipal Team:**Client Manager:**

Daren Martocci has previously served other as municipalities as Community Development and Planning Director, Zoning Officer and administrator and will be the direct contact related to all services provided by KCE. He has been with KCE for 21 years and has over 30 years of experience in municipal engineering, planning, and zoning.

Engineering Manager:

Kevin Chimics, P.E., serving as the Engineering Manager will be the contact for development planning items, oversight and finalizing planning and commissioner's reviews, township capital improvements projects including roadways and park projects, and public works projects.

Planning & Design:

Jason Schweyer, R.L.A., Township Subdivision and Land Development Plan Review Engineer, Assist Engineering Manager with the Planning Commission and capital improvements projects including roadway, recreation, and public works projects.

Traffic Services Manager:

Scott Pasterski, P.E., P.T.O.E, Traffic Signal Maintenance, Traffic Capital Projects Engineer, Special Project Engineer.

Construction Services Manager:

Mark Heffner, Commercial and Residential Construction project coordinator, closeouts, punchiest and security releases.

Utility Engineering Manager:

Timothy Miller, P.E., Manages Utility Engineering, Act 537 Planning, Sewer Maintenance Program.

Geoinformation Services:

Heather Willever, G.I.T., Geoinformation Systems, Mapping, Asset Management, Geology and Geotech Review and Design.

Land Surveying Manager:

Doug Harwick P.L.S., Land Surveying Supervisors, Chief of Survey (companywide).

Key Staff Members:

Robin Robertson, P.E., Environmental, Stormwater and Hydrology

J. Scott Stenroos, P.E., Land Development, Traffic Engineering

Kyle Kuester, Grading Review/Inspection & Zoning Services

Marvin Walton, Zoning Services & Subdivision Administrator

Jim Macort, Code Enforcement Services

Blake McMullen, P.E., Utility Design, Act 537, Utility Construction Representative

Benjamin Bowen, MS4 & PRP Coordinator

Christopher Noll, S.E.O., PA Certified Sewage Enforcement Officer, Stormwater Infiltration

Eric Erb, S.E.O., PA Certified Sewage Enforcement Officer, Stormwater Infiltration

Brian Melendez, Survey Crew Chief, Survey Stakeout

**SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2024-12
(Duly Adopted January 2, 2024)**

**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 2nd 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**

President,

ATTEST:

Tricia L. Dickert, Twp. Secretary

APPENDIX - A



APPENDIX - A HanoverEngineering

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

November 20, 2023

Mr. Thomas R. 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 2024
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 2023 and respectfully request the opportunity to continue to serve the Township in 2024.

As part of our continued process of business management, we have reviewed our costs of operation and prepared our budgets for 2024. The primary factors impacting our budgets are the need to remain competitive with employee wages to maintain our skilled staff, and the increasing costs of insurances. We also acknowledge and understand the Township has a limited budget with which to operate. Please find enclosed herewith one (1) copy of our Professional Fee Schedule for 2024.

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

The appointment of more than one Officer will ensure coverage and flexibility for your needs. For 2024 we request the following certified Sewage Enforcement Officers be appointed for the Township:

Christopher A. Taylor – 03138
Scott J. Brown – 01716
Paul Gallagher Saba – 04167

Jacob A. Schray – 03134
Luke E. Eggert – 04090

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.

Respectfully,

HANOVER ENGINEERING

RECEIVED
EXECUTIVE DEPARTMENT

NOV 27 2023

SOUTH WHITEHALL TOWNSHIP

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

chu:sas

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Enclosure(s)

HANOVER ENGINEERING ASSOCIATES, INC
2024 MUNICIPAL PROFESSIONAL FEE SCHEDULE

<u>DESCRIPTION</u>	<u>HOURLY RATE</u>
<u>ENGINEER</u>	
Senior Engineer	\$ 138.00
Registered	130.00
Graduate Engineer (Nonregistered)	112.00
<u>CERTIFIED PLANNER</u>	129.00
<u>REGISTERED GEOLOGIST / SENIOR SCIENTIST</u>	129.00
<u>REGISTERED LANDSCAPE ARCHITECT</u>	129.00
<u>TRAFFIC SPECIALIST</u>	129.00
<u>REGISTERED SURVEYOR</u>	121.50
<u>SENIOR PROJECT MANAGER</u>	130.00
<u>ENVIRONMENTAL</u>	
Environmental Specialist	114.00
Environmental Technician	100.00
<u>GIS (GEOGRAPHIC INFORMATION SYSTEMS) WORK</u>	
GIS Specialist	106.00
GIS Technician	90.00
<u>DESIGN / DRAFTING / TECHNICAL WORK</u>	
Senior Designer/Senior Technician	113.00
Design/Calculations/Technician	99.50
Draftsperson 1 (CAD Drafting)	91.00
Draftsperson 3/Technician 3	65.50
<u>GROUND PENETRATING RADAR / GLOBAL POSITIONING SERVICE FIELD PERSON</u>	125.00
<u>ZONING OFFICER / CODES ENFORCEMENT</u>	100.00
<u>SURVEY CREW</u>	
One-Person Field Crew	114.00
Two-Person Survey Crew (2 @ \$87.00 each)	174.00
Three-Person Survey Crew (3 @ \$73.00 each)	219.00
One-Person Crew w/Survey Equipment	145.00
3D Scanning w/One-Person Crew	215.00
<u>CONSTRUCTION OBSERVER / SEWAGE OFFICER</u>	
Highway, Heavy, Commercial, or Residential Construction	90.00
Highway, Heavy, Commercial, or Residential Construction (Senior)	100.00
Certified Sewage Enforcement Officer	95.00
Evaluate Soil Probes (maximum 3 probes per lot)	Lump Sum 289.00
Additional Soil Probes (each additional probe beyond 3 probes)	60.00
Additional Percolation Test Hole (per hole w/standard 6 hole perc test)	45.00
Onlot Sewer Percolation Test (Pass or Fail)	Lump Sum 500.00
Observe Percolation Test	Lump Sum 425.00
<u>SECRETARIAL / WORD PROCESSOR</u>	50.00

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 \$215.00 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 - \$16.00/day, Traffic Counter - \$62.00/day, GPS Locator - \$27.00/day, RTKGPS - \$236.50/day, SUB-RTKGPS - \$59.00/day.
10. Push Camera - \$13.00/hour for Televising; \$18.25/hour for Televising and Locating Services.

**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 4th 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



APPENDIX - A

Hanover Engineering

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.

Respectfully,

HANOVER ENGINEERING

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

chu:sas

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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

- Travel to and from the job site is chargeable time, with project mileage charged at current IRS rate for region.
- Overtime is charged at 1.5 times base rate.
- Ordinary overhead expenses are included in the above rates.
- 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.
- 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.
- Cost for plan copies is \$0.55 per square foot (black & white); \$2.00 per square foot (color).
- Cost for Mylars is \$1.65 per square foot (black & white); \$6.00 per square foot (color).
- Cost for photocopies is \$0.25 per page (black & white); \$0.55 per page (color).
- 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.
- Push Camera - \$12.50/hour for Televising; \$17.00/hour for Televising and Locating Services.

**SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2024-13
(Duly Adopted January 2, 2024)**

**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 2nd 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**

President,

ATTEST:

Tricia L. Dickert, Twp. Secretary

APPENDIX - A



HanoverEngineering

APPENDIX - A

66

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

November 20, 2023

Mr. Thomas R. 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 2024
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 2023 and respectfully request the opportunity to continue to serve the Township in 2024.

As part of our continued process of business management, we have reviewed our costs of operation and prepared our budgets for 2024. The primary factors impacting our budgets are the need to remain competitive with employee wages to maintain our skilled staff, and the increasing costs of insurances. We also acknowledge and understand the Township has a limited budget with which to operate. Please find enclosed herewith one (1) copy of our Professional Fee Schedule for 2024.

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

The appointment of more than one Officer will ensure coverage and flexibility for your needs. For 2024 we request the following certified Sewage Enforcement Officers be appointed for the Township:

Christopher A. Taylor – 03138
Scott J. Brown – 01716
Paul Gallagher Saba – 04167

Jacob A. Schray – 03134
Luke E. Eggert – 04090

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.

Respectfully,

HANOVER ENGINEERING

RECEIVED
EXECUTIVE DEPARTMENT

NOV 27 2023

SOUTH WHITEHALL TOWNSHIP

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

chu:sas

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Enclosure(s)

HANOVER ENGINEERING ASSOCIATES, INC
2024 MUNICIPAL PROFESSIONAL FEE SCHEDULE

<u>DESCRIPTION</u>	<u>HOURLY RATE</u>
<u>ENGINEER</u>	
Senior Engineer	\$ 138.00
Registered	130.00
Graduate Engineer (Nonregistered)	112.00
<u>CERTIFIED PLANNER</u>	129.00
<u>REGISTERED GEOLOGIST / SENIOR SCIENTIST</u>	129.00
<u>REGISTERED LANDSCAPE ARCHITECT</u>	129.00
<u>TRAFFIC SPECIALIST</u>	129.00
<u>REGISTERED SURVEYOR</u>	121.50
<u>SENIOR PROJECT MANAGER</u>	130.00
<u>ENVIRONMENTAL</u>	
Environmental Specialist	114.00
Environmental Technician	100.00
<u>GIS (GEOGRAPHIC INFORMATION SYSTEMS) WORK</u>	
GIS Specialist	106.00
GIS Technician	90.00
<u>DESIGN / DRAFTING / TECHNICAL WORK</u>	
Senior Designer/Senior Technician	113.00
Design/Calculations/Technician	99.50
Draftsperson 1 (CAD Drafting)	91.00
Draftsperson 3/Technician 3	65.50
<u>GROUND PENETRATING RADAR / GLOBAL POSITIONING SERVICE FIELD PERSON</u>	125.00
<u>ZONING OFFICER / CODES ENFORCEMENT</u>	100.00
<u>SURVEY CREW</u>	
One-Person Field Crew	114.00
Two-Person Survey Crew (2 @ \$87.00 each)	174.00
Three-Person Survey Crew (3 @ \$73.00 each)	219.00
One-Person Crew w/Survey Equipment	145.00
3D Scanning w/One-Person Crew	215.00
<u>CONSTRUCTION OBSERVER / SEWAGE OFFICER</u>	
Highway, Heavy, Commercial, or Residential Construction	90.00
Highway, Heavy, Commercial, or Residential Construction (Senior)	100.00
Certified Sewage Enforcement Officer	95.00
Evaluate Soil Probes (maximum 3 probes per lot)	Lump Sum 289.00
Additional Soil Probes (each additional probe beyond 3 probes)	60.00
Additional Percolation Test Hole (per hole w/standard 6 hole perc test)	45.00
Onlot Sewer Percolation Test (Pass or Fail)	Lump Sum 500.00
Observe Percolation Test	Lump Sum 425.00
<u>SECRETARIAL / WORD PROCESSOR</u>	50.00

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 \$215.00 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 - \$16.00/day, Traffic Counter - \$62.00/day, GPS Locator - \$27.00/day, RTKGPS - \$236.50/day, SUB-RTKGPS - \$59.00/day.
10. Push Camera - \$13.00/hour for Televising; \$18.25/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



APPENDIX - A

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.

Respectfully,

HANOVER ENGINEERING

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

chu:sas

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Enclosure(s)

RECEIVED
EXECUTIVE DEPARTMENT

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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

- Travel to and from the job site is chargeable time, with project mileage charged at current IRS rate for region.
- Overtime is charged at 1.5 times base rate.
- Ordinary overhead expenses are included in the above rates.
- 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.
- 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.
- Cost for plan copies is \$0.55 per square foot (black & white); \$2.00 per square foot (color).
- Cost for Mylars is \$1.65 per square foot (black & white); \$6.00 per square foot (color).
- Cost for photocopies is \$0.25 per page (black & white); \$0.55 per page (color).
- 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.
- Push Camera - \$12.50/hour for Televising; \$17.00/hour for Televising and Locating Services.

**SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2024-14
(Duly Adopted January 2, 2024)**

**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 2nd 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**

President,

ATTEST:

Tricia L. Dickert, Twp. Secretary

APPENDIX - A

From: [newhard, jason](#)
To: [Tom Petrucci](#); [Tracy J. Fehnel](#)
Subject: SSM End of Year Letter Attached
Date: Thursday, December 14, 2023 3:35:16 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[\(newhard\) - South Whitehall Township.pdf](#)

Jason M. Newhard, CCM, LO
Manager, Construction Management Services
Environmental Engineering
Spotts, Stevens and McCoy
Lehigh Valley Regional Office
1605 N. Cedar Crest Blvd., Suite 106
Allentown PA 18104
P: 610-849-9700 D: 484-821-5258
www.ssmgroup.com



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December 14, 2023

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

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 2024.

It feels like 2023 was a year of adjusting to a new post-pandemic normal (or not normal) on many fronts, while trying to keep our collective eye on the goal of public service. 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 PA Turnpike Sewer Relocation, SR309/Tilghman Street Relocation and Act 537 projects and assisting you with various capital and development projects. We remain committed to providing the same responsiveness and flexibility in 2024 in order to help you meet your goals.

We have attached our billing rates for 2024. You will see that these rates represent an overall increase of approximately 5 percent compared to our 2023 rates. As always we seek to minimize any increase in rates. This increase is based upon a number of factors, including the overall cost of living increases, 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, appearing to read "Jason M. Newhard".

Jason M. Newhard, CCM
Manager, Construction Management Services
Environmental Engineering
jason.newhard@ssmgroup.com

Enclosure



Spotts, Stevens and McCoy | 2024 Rate Schedule

[VALID THROUGH DECEMBER 31, 2024]

Description ⁽¹⁾	Hourly Rate
Administrative Support	\$63
Technician, Project Support	\$92
Design Drafter, Specialist I, GIS Technician, Project Representative, Construction Observer, Graduate Surveyor, Sr. Marketing Specialist	\$107
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	\$126
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	\$137
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, Sr. Energy Analyst	\$151
Technical Manager, Senior Engineer, Senior Geologist, Senior Certified Planner, Senior EHS Specialist, Senior Project Manager, Senior Registered Landscape Architect, Specialist V, Senior Technical Specialist	\$160

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.

- ⁽¹⁾ 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. 2024-15
(Duly Adopted January 2, 2024)**

**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 2nd day of **January 2024**, 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**

President,

ATTEST:

Tricia L. Dickert, Twp. Secretary

APPENDIX - A

APPENDIX - A



📍 5420 Crackersport Road, Allentown, PA 18104

☎ 610.398.0904 📠 610.481.9098

🌐 barryisett.com

December 12, 2023

Tom Petrucci, Township Manager
South Whitehall Township
4444 Walbert Avenue
Allentown, PA 18104

Dear Mr. Petrucci:

RE: CODE SERVICES 2024 RATE ADJUSTMENT

We, at Barry Isett & Associates, Inc. (Isett), deeply value our partnership and sincerely appreciate your continued support and loyalty to our services. We look forward to servicing the needs of South Whitehall Township throughout 2024 and beyond.

As you are aware, costs are continuing to rise, and it has become increasingly difficult to absorb the increases. As a result, it is necessary for Isett to make rate adjustments for 2024. Our goal is to make the increases as minimal as possible while maintaining our current high level of service. Hourly services that were previously sixty-six dollars per hour have been adjusted to a rate of seventy-five dollars per hour. Additionally, hourly services that were previously forty-four dollars per hour have been adjusted to a rate of sixty dollars per hour.

We are open to discussing all proposed changes. After reviewing the attached fee schedule, please contact me at 610-723-7733 or gkurtz@barryisett.com if you have any questions.

Sincerely,

Greg Kurtz, BCO
Operations Manager
Code Services

SOUTH WHITEHALL TOWNSHIP
Fee Schedule

Residential Building Plan Review/Inspection & Other Services
Valid through December 31, 2024

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	\$75 / hr.**
Inspections only, re-inspections or additional inspections	\$75 / hr.
Consultation, site visits and/or attendance at meetings with applicants, Township Officials, or staff	\$75 / hr.
Administration services (beyond typical permitting process)	\$60 / hr.
*If the number of site visits exceeds the number listed above, the applicant will be charged for each additional inspection.	\$75 / hr.

Residential Building Plan Review/inspection & Other Services
Valid through December 31, 2024

**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.

GREGORY KURTZ, JR., BCO
Operations Manager, Lehigh Valley
Code Inspection & Plan Review



gkurtz@barryisett.com



610.723.7733



5420 Crackersport Road, Allentown, PA 18104



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Hazleton, Wilkes-Barre, Olyphant, Stroudsburg

**SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2024-16
(Duly Adopted January 2, 2024)**

**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 2nd day of **January 2024** 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**

President,

ATTEST:

Tricia L. Dickert, Twp. Secretary

APPENDIX - A

APPENDIX - A

From: [Dave Shields](#)
To: [Tracy J. Fehnel](#)
Cc: [Tom Petrucci](#); [AnnaMarie Hanig](#)
Subject: Request from South Whitehall Township - Professional Fee Schedules for 2024
Date: Monday, December 11, 2023 11:09:23 AM
Attachments: [image001.png](#)
[We found suspicious links.msg](#)

Hi Tracy,

I am pretty sure the Township has these fees, but I wanted to attach them just in case you need them. There are no changes to our fees from last year. Please contact me if you have any questions. Thank you.

Dave Shields
Keycodes Inspection Agency
1307 West Lehigh Street
Bethlehem, PA 18018
610-866-9663
dave@keycodes.net

From: Tracy J. Fehnel
Sent: Friday, December 8, 2023 1:37 PM
Subject: Request from South Whitehall Township - **Professional Fee Schedules for 2024**
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 **2024** Professional Fee Schedules to us. Please forward to us by Monday, December 18th. 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 Tom Petrucci and myself. If you have already provided this information, simply disregard this email. Reappointments will take place the first Board of Commissioners meeting in January.

***No changes in fees for 2024.**

Keycodes Inspection Agency

PO Box 391
Bethlehem, Pennsylvania 18016-0391

Phone 610.866.9663

www.keycodes.net

Fax 610.866.2664

info@keycodes.net

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.



Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: January 2, 2024

SUBMITTED BY: Tracy Fehnel, Administration

ITEM TYPE: Resolution

AGENDA SECTION: REORGANIZATION AND APPOINTMENTS

SUBJECT: A Resolution Reappointing Laura M. Harrier as South Whitehall Township Zoning Officer.

SUGGESTED ACTION:

- *Motion to Approve said Resolution Reappointing Laura M. Harrier as Zoning Officer.*

ATTACHMENTS:

[2024.01.02 BOC - Resolution 2024-23 - Reappointing Laura Harrier, as Zoning Officer 2024.pdf](#)

**SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2024-23
(Duly Adopted January 2, 2024)**

**A RESOLUTION REAPPOINTING LAURA M. HARRIER
AS SOUTH WHITEHALL TOWNSHIP ZONING OFFICER**

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 Zoning 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 heretofore assigned to numerous qualified persons by administrative decision; and,

WHEREAS, it is the intent of the South Whitehall Township Board of Commissioners to reappoint Laura M. Harrier as Zoning Officer, having the duty, authority, and responsibility to enforce the provisions of the South Whitehall Township Code of Ordinances.

NOW, THEREFORE, BE IT ADOPTED AND RESOLVED that Laura M. Harrier is hereby reappointed as Zoning Officer for the Township of South Whitehall.

DULY ADOPTED this 2nd day of **January 2024**, 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:

President,

Tricia Dickert, Township Secretary



Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: January 2, 2024

SUBMITTED BY: Tracy Fehnel, Administration

ITEM TYPE: Resolution

AGENDA SECTION: REORGANIZATION AND APPOINTMENTS

SUBJECT: A Resolution Appointing Thomas Harper as South Whitehall Township Alternate Zoning Officer.

SUGGESTED ACTION:

- *Motion to Approve said Resolution Appointing Thomas Harper as Alternate Zoning Officer.*

ATTACHMENTS:

[2024.01.02 BOC - Resolution 2024-24 - Appointing Thomas Harper, as Alternate Zoning Officer 2024.pdf](#)

**SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2024-24
(Duly Adopted January 2, 2024)**

**A RESOLUTION APPOINTING THOMAS HARPER
AS SOUTH WHITEHALL TOWNSHIP ALTERNATE ZONING OFFICER**

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 Alternate Zoning 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 heretofore assigned to numerous qualified persons by administrative decision; and,

WHEREAS, it is the intent of the South Whitehall Township Board of Commissioners to appoint Thomas Harper as Alternate Zoning Officer, having the duty, authority, and responsibility to enforce the provisions of the South Whitehall Township Code of Ordinances.

NOW, THEREFORE, BE IT ADOPTED AND RESOLVED that Thomas Harper is hereby appointed as Alternate Zoning Officer for the Township of South Whitehall.

DULY ADOPTED this 2nd day of **January 2024**, 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:

President,

Tricia Dickert, Township Secretary



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BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: January 2, 2024

SUBMITTED BY: Tracy Fehnel, Administration

ITEM TYPE: Resolution

AGENDA SECTION: REORGANIZATION AND APPOINTMENTS

SUBJECT: A Resolution Reappointing John Frantz as the Primary Building Code Official and Code Enforcement Officer of South Whitehall Township.

SUGGESTED ACTION:

- *Motion to Approve said Resolution Reappointing John Frantz as Building Code Official for South Whitehall Township.*

ATTACHMENTS:

[2024.01.02 BOC - Resolution 2024-25 - Reappointing John Frantz as the Primary Building Code Official 2024.pdf](#)

TOWNSHIP OF SOUTH WHITEHALL
LEHIGH COUNTY, PENNSYLVANIA

RESOLUTION NO. 2024-25
(Duly Adopted January 2, 2024)

**A RESOLUTION REAPPOINTING JOHN G. FRANTZ AS
THE PRIMARY BUILDING CODE OFFICIAL AND CODE
ENFORCEMENT OFFICER OF SOUTH WHITEHALL TOWNSHIP**

WHEREAS, South Whitehall Township has adopted an Ordinance to enforce and administer the Pennsylvania Construction Code Act of 1999 by utilizing its own resources and authority; and,

WHEREAS, John G. Frantz is an employee of the Township and has been duly certified as a Building Code Official and Code Enforcement Officer by the Commonwealth of Pennsylvania, in accordance with the requirements of the Pennsylvania Construction Code Act.

NOW, THEREFORE, BE IT RESOLVED that John G. Frantz is hereby reappointed as the primary Building Code Official and Code Enforcement Officer for South Whitehall Township.

DULY ADOPTED this 2nd day of **January 2024** 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**

President,

ATTEST:

Tricia Dickert, Township Secretary



Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: January 2, 2024

SUBMITTED BY: Tracy Fehnel, Administration

ITEM TYPE: Resolution

AGENDA SECTION: REORGANIZATION AND APPOINTMENTS

SUBJECT: A Resolution Appointing Laura M. Harrier as Alternate Building Code Official and Code Enforcement Officer of South Whitehall Township.

SUGGESTED ACTION:

- *Motion to Approve said Resolution Appointing Laura M. Harrier as Alternate Building Code Official and Code Enforcement Officer of South Whitehall Township.*

ATTACHMENTS:

[2024.01.02 BOC - Resolution 2024-26 - Appointing Laura M. Harrier as the Alternate Building Code Official 2024.pdf](#)

TOWNSHIP OF SOUTH WHITEHALL
LEHIGH COUNTY, PENNSYLVANIA

RESOLUTION NO. 2024-26
(Duly Adopted January 2, 2024)

**A RESOLUTION APPOINTING LAURA M. HARRIER AS
THE ALTERNATE BUILDING CODE OFFICIAL AND CODE
ENFORCEMENT OFFICER OF SOUTH WHITEHALL TOWNSHIP**

WHEREAS, South Whitehall Township has adopted an Ordinance to enforce and administer the Pennsylvania Construction Code Act of 1999 by utilizing its own resources and authority; and,

WHEREAS, Laura M. Harrier is an employee of the Township and has been duly certified as an Alternate Building Code Official and Code Enforcement Officer by the Commonwealth of Pennsylvania, in accordance with the requirements of the Pennsylvania Construction Code Act.

NOW, THEREFORE, BE IT RESOLVED that Laura M. Harrier is hereby appointed as the Alternate Building Code Official and Code Enforcement Officer for South Whitehall Township.

DULY ADOPTED this 2nd day of **January 2024** 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**

President,

ATTEST:

Tricia Dickert, Township Secretary



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BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: January 2, 2024

SUBMITTED BY: Tracy Fehnel, Administration

ITEM TYPE: Resolution

AGENDA SECTION: REORGANIZATION AND APPOINTMENTS

SUBJECT: A Resolution Reappointing Thomas Harper as Code Enforcement Officer for South Whitehall Township.

SUGGESTED ACTION:

- *Motion to Approve said Resolution Reappointing Thomas Harper as Code Enforcement Officer for South Whitehall Township.*

ATTACHMENTS:

[2024.01.02 BOC - Resolution 2024-27 - Reappointing Thomas Harper as Code Enforcement Officer.pdf](#)

TOWNSHIP OF SOUTH WHITEHALL
LEHIGH COUNTY, PENNSYLVANIA

RESOLUTION NO. 2024-27
(Duly Adopted January 2, 2024)

A RESOLUTION REAPPOINTING THOMAS HARPER AS
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; and,

WHEREAS, it is the intent of the South Whitehall Township Board of Commissioners to reappoint Thomas Harper as Code Enforcement Officer, having the duty, authority, and responsibility to enforce the provisions of the South Whitehall Township Code of Ordinances.

NOW, THEREFORE, BE IT ADOPTED AND RESOLVED that Thomas Harper is hereby reappointed as a Code Enforcement Officer for the Township of South Whitehall.

DULY ADOPTED this 2nd day of **January 2024**, 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

President,

ATTEST:

Tricia Dickert, Township Secretary



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BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: January 2, 2024

SUBMITTED BY: Tracy Fehnel, Finance

ITEM TYPE: Resolution

AGENDA SECTION: RESOLUTIONS

SUBJECT: A Resolution Amending Resolution No. 2023-27 Designating Depositories for Township Funds

SUGGESTED ACTION:

- *Motion to Approve said Resolution Designating Depositories for Township Funds.*

ATTACHMENTS:

[2024.01.02 BOC - Resolution 2024-01 - Designating Depositories for Township Funds - 2024.pdf](#)

**SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2024-01
(Duly Adopted January 2, 2024)**

**A RESOLUTION AMENDING RESOLUTION NO. 2023-27
DESIGNATING DEPOSITORIES FOR TOWNSHIP FUNDS**

WHEREAS, the Township of South Whitehall had, by virtue of the adoption of Resolution No. 2023-27, dated February 1, 2023, designating 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; and US Bank; 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/Deputy Treasurer or Township Manager; and,

BE IT FURTHER RESOLVED that all checks, drafts, notes, or orders drawn against said accounts be signed by Township Treasurer/Deputy Treasurer or Township Manager and one (1) of the following two (2) Township officials:

1. President, Board of Commissioners; or
2. Vice President, Board of Commissioners

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 Township Secretary or Director of Finance shall be the appropriate signers to open and close accounts at the direction of Community Development, whereby funds are being held in Escrow until the Township project is closed.

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

DULY ADOPTED the **2nd** day of **January 2024**, 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

AUTHORIZED SIGNATURES:

South Whitehall Township Resolution No. 2024-01
Duly Adopted January 2, 2024

President,
SWT Board of Commissioners

Vice President,
SWT Board of Commissioners

Thomas R. Petrucci, Township Manager

Herbert Bender, Treasurer

Diana Valkova, Deputy Treasurer



Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: January 2, 2024

SUBMITTED BY: Tracy Fehnel, Community Development

ITEM TYPE: Resolution

AGENDA SECTION: RESOLUTIONS

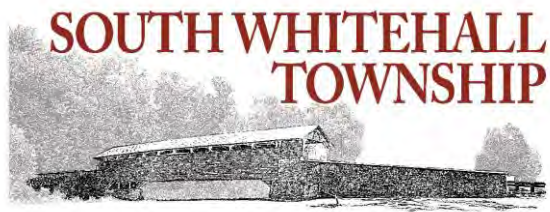
SUBJECT: A Resolution to Amend the Fee Schedule for Administrative Fees, Non-Residential Building Fees, Non-Residential Electrical Fees, Non-Residential Plumbing Fees, Residential Building Fees, Residential Electrical Fees, Residential Plumbing Fees, Other Permit Fees, Public Works Fees, Police Department Fees, Subdivision or Land Development Fees and Non-Subdivision or Land Development Fees; And to Provide for a General Repealer, Severability Clause and Effective Date.

SUGGESTED ACTION:

- *Motion to Approve said Resolution Amending Township Fee Schedule.*

ATTACHMENTS:

[2023.12.27 CD PLANNING - BOC Packet Excerpt Fee Schedule 2024 Update.pdf](#)



MEMORANDUM FOR AGENDA ITEMS

TO:	Board of Commissioners
FROM:	Gregg R. Adams, Planner
DATE:	December 27, 2023
SUBJECT:	2024 Fee Schedule Update
COPY TO:	T. Petrucci, D. Manhardt, T. Dickert, H. Bender, G. Dorney, L. Matula, 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 4, 2023 to remove the escrows for Septic Permits, create a \$50 Land Development Completeness Review Fee and increase a number of Land Development Application and Resubmission Fees, to increase all required escrows below \$2,500 to \$2,500 (to avoid bank fees), create a new Schedule “E” for Police and Fire Emergency Alarm response fees, and update the Police Overtime 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

The Finance Department proposes to increase the following fees in order to better reflect current costs and options:

- Increase Bulk Recycling Stickers from \$32 to \$50.
- Increase Freon Stickers from \$60 to \$130.
- Increase One-Time Use Grass Stickers from \$4 to \$5.
- Remove Annual Grass Stickers.
- Increase the 35 Gallon Toter from \$48 to \$95.
- Add a new 64 Gallon Toter at \$95.
- Increase the 96 Gallon Toter from \$60 to \$102.

Schedule “B” Construction Permit Fees

- No changes proposed.

Schedule “C” Special Permit Fees

The Community Development Department proposes to incorporate the third-party fees for work associated with Septic Permits into the Fee Schedule as an Appendix to ensure that Township residents and businesses are aware of the third-party costs involved in the permitting process.

Schedule “D” Subdivision or Land Development Fees

The Parks and Recreation Department is proposing the following:

- Increase the Residential Fee in lieu of Open Space Dedication from \$2,500/dwelling unit proposed to \$5,000/dwelling unit proposed, as recommended by the 2023 South Whitehall Township Comprehensive Parks & Recreation Plan and the Parks and Recreation Board.
- Increase the Non-Residential Fee in lieu of Open Space Dedication from \$0.25/square foot of additional impervious surface proposed to \$0.50/square foot of additional impervious surface proposed as recommended by the 2023 South Whitehall Township Comprehensive Parks & Recreation Plan and the Parks and Recreation Board.

Schedule “D” Non-Subdivision or Land Development Fees

- No changes proposed.

Schedule “E” Alarm Fees

Emergency Services is proposing to create a new table of fees for the Volunteer Firefighter Incentive Program to allow easier updating of the incentive rates.

Schedule “F” Police Department Fees

The Police Department proposes to increase the Police Service Extra Duty Overtime Rate from \$80.75 to \$83.17 to be consistent with the 2024 Police contract.

Schedule “G” Public Works Department Fees

The Public Works Department proposes to increase a number of Vehicle, Equipment and Operator Hourly Rates to be consistent with FEMA Equipment Rates.

Schedule “H” Parks and Recreation Fees

The Parks and Recreation Department proposes to increase the Additional Portable Toilet Unit Fees for Residents from \$85 to \$100 and for Non-Residents and Businesses from \$100 to \$115. The Department also proposes a fee of \$150 for vendors selling consumables (food trucks) to participate at Township functions where over 250 people are anticipated.

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”.

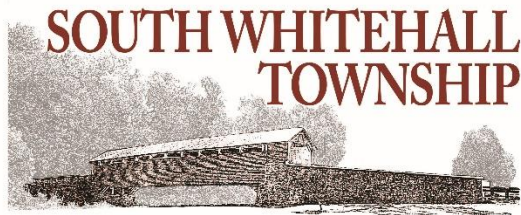
- **Action Requested:**

Staff recommends the adoption of the Updated Fee Schedule.

- **Attachments:**

Proposed Fee Schedule with Mark-Ups

Proposed Resolution with Proposed Fee Schedule as Exhibit “A”



FEE SCHEDULE

Effective January 3, 2024

Resolution 2024-___ (Adopted January 2, 2024)

SCHEDULE "A" Administrative Fees

Amusement Tax License	\$10
Business Privilege License:	
New License	\$35
License Renewal	\$35
Business Privilege Tax Appeal Hearing.....	\$2,500
Bid Specifications:	
With Plans (minimum)	\$55
Without Plans (minimum)	\$30
Check Return Fee	\$36
Copying Fees:	
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
Credit Card Processing Fee (varies)	\$2.95
Documentation for Balance Due - Sewer	\$20
Documentation for Balance Due - Water	\$20
Junk Yard and Dealer Licenses (Renewed Annually):	
New License	\$150
License Renewal	\$100
Municipal Liens and Claims Collections Costs:	
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
Plumbing Licenses (Renewed Annually):	
Master Plumber License	\$60
Journeyman Plumber License	\$50
Refuse Cert Fee	\$20
Refuse/Recycling Stickers:	
Bulk Sticker.....	\$32 \$50
Freon Sticker	\$60 \$130
Grass Sticker (One-Time Use)	\$4 \$5
Grass Sticker (Annual)	\$120
Toters:	
35 Gallon	\$48 \$95
64 Gallon	\$95
96 Gallon	\$60 \$102
Tax Certification Fee for Township Treasurer	\$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
SIMPLE ZONING (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	
ZONING FOR PARKING LOT LIGHTING	See Schedule "D"	
ALL OTHER ZONING	\$50	\$50
ZONING RE-REVIEWS – FOR INCOMPLETE OR DENIED PLANS, VOLUNTARY PLAN REVISIONS		\$50
SPECIAL FLOOD HAZARD (FLOODPLAIN) PERMIT	\$50	\$200
SPECIAL FLOOD HAZARD PERMIT RE-REVIEW– FOR INCOMPLETE OR DENIED PLANS, VOLUNTARY PLAN REVISIONS		\$100
ON-LOT SEWAGE DISPOSAL	AMOUNT DUE AT APPLICATION*	
ON-LOT SEWAGE DISPOSAL SYSTEMS – New or Replacement Systems	\$50	<i>See Appendix A</i>
ON-LOT SEWAGE DISPOSAL SYSTEMS – Repair and/or Modification of Existing Systems	\$50	<i>See Appendix A</i>
Notes: * 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 Review Fee (see Note 3)	Application Fee (see Note 4)	Escrow Amount (see Note 4)	Resubmission Fee (see Note 5)
Minor Plan Review	\$50	\$700	\$4,500 + \$500/additional lot	\$500
Major Sketch Plan Review	\$50	\$750	\$5,000 (to be credited to a subsequent Preliminary or Preliminary/Final submission escrow)	\$550
Major Non-Residential Plan Review	\$50	\$1,200	\$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)	\$850
Major Residential Plan Review	\$50	\$1,000	\$5,000 PLUS (1 to 10 lots - \$1,000/lot) PLUS (11 to 20 lots - \$500/lot) PLUS (21+ lots - \$200/lot)	\$650
Major Mixed-Use Plan Review	\$50	\$1,200	\$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)]	\$850
Resubdivision/Lot Line Adjustment Plan Review	\$50	\$600	\$5,000	\$450
Notes:	<ol style="list-style-type: none"> 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. 3. Completeness Review Fee is due at plan submission. Completeness Review Fee is non-refundable. 4. Application Fee and Escrow will be invoiced upon satisfactory submission Completeness Review. Application Fee is non-refundable. 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. 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. 			

Fees in lieu of Land Dedication

Residential	\$2,500 \$5,000/dwelling unit
Non-Residential	\$0.25 \$0.50/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 rd Party Review and Inspection Service	
Code/Zoning Text Amendment Request	Initial Application \$750	\$2,500
	Resubmission* \$600	
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	\$4,000
	Resubmission* \$650	
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	
Notes: <ol style="list-style-type: none"> For Zoning Hearing Board Appeals, the applicant is responsible for 50% of the stenographer fees associated with the Zoning Appeal. This fee schedule is subject to SWT Escrow and Reimbursement Policy for Non-Subdivision/Land Development Applications, adopted on November 7, 2012. Applicant responsibility is not limited to the amount of the escrow noted on the above chart. Application Fees are non-refundable. <p>* Resubmission Fees: See Note 5 Resubmission Fees on page 4</p>		

SCHEDULE "E" *Emergency Services*

<i>Alarm Fees Pursuant to Ordinance 1067</i>	
False/Nuisance Alarm Fees (Fee For Each Occurrence) (Occurrences Per Calendar Year)	
Residential Police:	Residential Fire:
1-2 \$0	1-2 \$0
3-4 \$25	3-4 \$100
5-6 \$75	5-6 \$150
7+ \$125	7+ \$200
Commercial Police:	Commercial Fire:
1-2 \$0	1-2 \$0
3-4 \$100	3-4 \$300
5-6 \$200	5-6 \$400
7+ \$300	7+ \$500

Volunteer Firefighter Incentive Program	
<i>Pay Per-Call (Maximum Rate Per-Call is \$10.00 (subject to future increase))</i>	
<i>Rank/Certification</i>	<i>Rate</i>
Junior Firefighters	\$5.00
Probationary Firefighters	\$5.00
Firefighters/Fire Police	\$7.50 BASE
5 Years of Service	Add \$0.50 (\$0.50 above BASE)
10 Years of Service	Add \$0.50 (\$1.00 above BASE)
15 Years of Service	Add \$0.50 (\$1.50 above BASE)
20+ Years of Service	Add \$0.50 (\$2.00 above BASE)
Firefighter 1 (or Equivalent NFPA 1001 Training)	Add \$0.50
Firefighter 2	Add \$0.25
Fire Officer 1	Add \$0.50
Vehicle Rescue Technician	Add \$0.50
EMR (cannot combine with other EMS)	Add \$0.25
EMT or Above (cannot combine with other EMS)	Add \$0.50
HazMat Technician	Add \$0.50
Basic Fire Police	Add \$0.50
Advanced Fire Police	Add \$0.50

SCHEDULE "F" Police Department Fees

Police Service Fees:	
Police Accident Report	\$10
Finger Printing	\$10
Dog Pick-Up	\$50
Record Search	\$10
Police Service Extra Duty Overtime Rate	\$80.75 \$83.17/hour

SCHEDULE "G" Public Works Fees

PERMIT TYPE	AMOUNT DUE AT APPLICATION*	
Right-Of-Way Permits And Fees:		
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>		
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

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:

PW Laborer/Operator	Normal Hourly Rate	\$56.14 \$57.54	Per Hour
Cars		\$24.00	½ day
		\$48.00	Full day
Pickups		\$48.00 \$103.20	½ day
		\$96.00 \$206.40	Full day
Sewer Camera Truck		\$150.00 \$419.28	½ day
		\$300.00 \$838.56	Full day
Dump Trucks		\$75.00 \$384.12	½ day
		\$150.00 \$768.24	Full day
Tri-Axle Dump Trucks		\$150.00 \$468.52	½ day
		\$300.00 \$937.04	Full day
Skid Steers		\$75.00 \$315.52	½ day
		\$150.00 \$631.04	Full day
Backhoes/Loaders		\$150.00 \$439.96	½ day
		\$300.00 \$879.92	Full day
Trackless		\$200.00 \$439.96	½ day
		\$400.00 \$879.92	Full day

SCHEDULE "G" Public Works Fees (continued)

Vehicle and Equipment Hourly Rates (continued):			
Rollers	\$75.00	\$258.92	½ day
	\$150.00	\$517.84	Full day
Sweeper	\$300.00	\$736.80	½ day
	\$600.00	\$1,473.60	Full day
Trailers	\$50.00	\$60.88	½ day
	\$100.00	\$121.76	Full day
Sealing Buggy/Hot Box		\$250.00	Full day ONLY
Leaf Vacuum	\$75.00	\$262.32	½ day
	\$150.00	\$524.64	Full day
Wood Chipper	\$75.00	\$551.36	½ day
	\$150.00	\$1,102.72	Full day
Concrete Mixer	\$50.00	\$81.68	½ day
	\$100.00	\$163.36	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 (Jet Vac)	\$150.00	\$439.88	½ day
	\$300.00	\$879.76	Full day
Water & Sewer Tank Trailer (Hurco)	\$50.00	\$82.48	½ day
	\$100.00	\$164.96	Full day
Air Compressors	\$75.00	\$274.84	½ day
	\$150.00	\$549.68	Full day
Grass Cutting Equipment		\$75.00	½ day
		\$150.00	Full day
Generator – Small Tow-Behind		\$150.00	½ day
		\$300.00	Full day
Generator – Large Tow-Behind		\$226.80	½ day
		\$453.60	Full day
Chain Saws		\$40.00	½ day
		\$80.00	Full day
Concrete Saws	\$40.00	\$47.56	½ day
	\$80.00	\$95.12	Full day
Pole Pruner		\$40.00	½ day
		\$80.00	Full day
Wacker/Tampers & Plate Tampers	\$40.00	\$173.44	½ day
	\$80.00	\$346.88	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 \$100 per unit	\$100 \$115 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.

Special Event Consumable Vendor Fees (Food and Drink Vendors)

All consumable vendors selling goods/items on Township Property and or in participation with a South Whitehall Township event or program are subject to fees.

250 People or less (estimated attendance)	No Fee
250+ People (estimated attendance)	\$150.00

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

**RESOLUTION NO. 2024-____
(Duly Adopted January 2, 2024)**

**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 January 3, 2024.

DULY ADOPTED, this 2nd day of **JANUARY, 2024**, by the Board of Commissioners of South Whitehall Township, in lawful session, at a duly assembled public meeting.

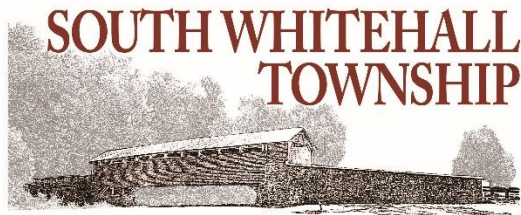
**BOARD OF COMMISSIONERS
TOWNSHIP OF SOUTH WHITEHALL**

Diane Kelly, President

ATTEST:

Tricia Dickert, Secretary

EXHIBIT “A”



FEE SCHEDULE

Effective January 3, 2024

Resolution 2024-____ (Adopted January 2, 2024)

SCHEDULE "A" Administrative Fees

Amusement Tax License	\$10
Business Privilege License:	
New License	\$35
License Renewal	\$35
Business Privilege Tax Appeal Hearing	\$2,500
Bid Specifications:	
With Plans (minimum)	\$55
Without Plans (minimum)	\$30
Check Return Fee	\$36
Copying Fees:	
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
Credit Card Processing Fee (varies)	\$2.95
Documentation for Balance Due - Sewer	\$20
Documentation for Balance Due - Water	\$20
Junk Yard and Dealer Licenses (Renewed Annually):	
New License	\$150
License Renewal	\$100
Municipal Liens and Claims Collections Costs:	
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
Plumbing Licenses (Renewed Annually):	
Master Plumber License	\$60
Journeyman Plumber License	\$50
Refuse Cert Fee	\$20
Refuse/Recycling Stickers:	
Bulk Sticker	\$50
Freon Sticker	\$130
Grass Sticker (One-Time Use)	\$5
Toters:	
35 Gallon	\$95
64 Gallon	\$95
96 Gallon	\$102
Tax Certification Fee for Township Treasurer	\$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
SIMPLE ZONING (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	
ZONING FOR PARKING LOT LIGHTING	See Schedule "D"	
ALL OTHER ZONING	\$50	\$50
ZONING RE-REVIEWS – FOR INCOMPLETE OR DENIED PLANS, VOLUNTARY PLAN REVISIONS		\$50
SPECIAL FLOOD HAZARD (FLOODPLAIN) PERMIT	\$50	\$200
SPECIAL FLOOD HAZARD PERMIT RE-REVIEW– FOR INCOMPLETE OR DENIED PLANS, VOLUNTARY PLAN REVISIONS		\$100
ON-LOT SEWAGE DISPOSAL	AMOUNT DUE AT APPLICATION*	
ON-LOT SEWAGE DISPOSAL SYSTEMS – New or Replacement Systems	\$50	See Appendix A
ON-LOT SEWAGE DISPOSAL SYSTEMS – Repair and/or Modification of Existing Systems	\$50	See Appendix A
Notes: * 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 Review Fee (see Note 3)	Application Fee (see Note 4)	Escrow Amount (see Note 4)	Resubmission Fee (see Note 5)
Minor Plan Review	\$50	\$700	\$4,500 + \$500/additional lot	\$500
Major Sketch Plan Review	\$50	\$750	\$5,000 (to be credited to a subsequent Preliminary or Preliminary/Final submission escrow)	\$550
Major Non-Residential Plan Review	\$50	\$1,200	\$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)	\$850
Major Residential Plan Review	\$50	\$1,000	\$5,000 PLUS (1 to 10 lots - \$1,000/lot) PLUS (11 to 20 lots - \$500/lot) PLUS (21+ lots - \$200/lot)	\$650
Major Mixed-Use Plan Review	\$50	\$1,200	\$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)]	\$850
Resubdivision/Lot Line Adjustment Plan Review	\$50	\$600	\$5,000	\$450
Notes:	<ol style="list-style-type: none"> 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. 3. Completeness Review Fee is due at plan submission. Completeness Review Fee is non-refundable. 4. Application Fee and Escrow will be invoiced upon satisfactory submission Completeness Review. Application Fee is non-refundable. 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. 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. 			

Fees in lieu of Land Dedication

Residential \$5,000/dwelling unit

Non-Residential \$0.50/square foot

Fee in lieu of Planting Shade Tree

Fee per Tree not planted per the approved Landscaping Plan..... \$300

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 rd 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	
Notes: <ol style="list-style-type: none"> For Zoning Hearing Board Appeals, the applicant is responsible for 50% of the stenographer fees associated with the Zoning Appeal. This fee schedule is subject to SWT Escrow and Reimbursement Policy for Non-Subdivision/Land Development Applications, adopted on November 7, 2012. Applicant responsibility is not limited to the amount of the escrow noted on the above chart. Application Fees are non-refundable. <p>* Resubmission Fees: See Note 5 Resubmission Fees on page 4</p>		

SCHEDULE "E" Emergency Services

Alarm Fees Pursuant to Ordinance 1067	
False/Nuisance Alarm Fees (Fee For Each Occurrence) (Occurrences Per Calendar Year)	
Residential Police:	Residential Fire:
1-2 \$0	1-2 \$0
3-4 \$25	3-4 \$100
5-6 \$75	5-6 \$150
7+ \$125	7+ \$200
Commercial Police:	Commercial Fire:
1-2 \$0	1-2 \$0
3-4 \$100	3-4 \$300
5-6 \$200	5-6 \$400
7+ \$300	7+ \$500

Volunteer Firefighter Incentive Program	
Pay Per Call (Maximum Rate Per Call is \$10.00 (subject to future increase))	
Rank/Certification	Rate
Junior Firefighters	\$5.00
Probationary Firefighters	\$5.00
Firefighters/Fire Police	\$7.50 BASE
5 Years of Service	Add \$0.50 (\$0.50 above BASE)
10 Years of Service	Add \$0.50 (\$1.00 above BASE)
15 Years of Service	Add \$0.50 (\$1.50 above BASE)
20+ Years of Service	Add \$0.50 (\$2.00 above BASE)
Firefighter 1 (or Equivalent NFPA 1001 Training)	Add \$0.50
Firefighter 2	Add \$0.25
Fire Officer 1	Add \$0.50
Vehicle Rescue Technician	Add \$0.50
EMR (cannot combine with other EMS)	Add \$0.25
EMT or Above (cannot combine with other EMS)	Add \$0.50
HazMat Technician	Add \$0.50
Basic Fire Police	Add \$0.50
Advanced Fire Police	Add \$0.50

SCHEDULE "F" Police Department Fees

Police Service Fees:	
Police Accident Report.....	\$10
Finger Printing.....	\$10
Dog Pick-Up.....	\$50
Record Search	\$10
Police Service Extra Duty Overtime Rate	\$83.17/hour

SCHEDULE "G" Public Works Fees

PERMIT TYPE	AMOUNT DUE AT APPLICATION*	
Right-Of-Way Permits And Fees:		
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>		
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

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:

PW Laborer/Operator	Normal Hourly Rate	\$57.54	Per Hour
Cars		\$24.00	½ day
		\$48.00	Full day
Pickups		\$103.20	½ day
		\$206.40	Full day
Sewer Camera Truck		\$419.28	½ day
		\$838.56	Full day
Dump Trucks		\$384.12	½ day
		\$768.24	Full day
Tri-Axle Dump Trucks		\$468.52	½ day
		\$937.04	Full day
Skid Steers		\$315.52	½ day
		\$631.04	Full day
Backhoes/Loaders		\$439.96	½ day
		\$879.92	Full day
Trackless		\$439.96	½ day
		\$879.92	Full day

SCHEDULE "G" Public Works Fees (continued)

Vehicle and Equipment Hourly Rates (continued):		
Rollers	\$258.92	½ day
	\$517.84	Full day
Sweeper	\$736.80	½ day
	\$1,473.60	Full day
Trailers	\$60.88	½ day
	\$121.76	Full day
Sealing Buggy/Hot Box	\$250.00	Full day ONLY
Leaf Vacuum	\$262.32	½ day
	\$524.64	Full day
Wood Chipper	\$551.36	½ day
	\$1,102.72	Full day
Concrete Mixer	\$81.68	½ day
	\$163.36	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 (Jet Vac)	\$439.88	½ day
	\$879.76	Full day
Water & Sewer Tank Trailer (Hurco)	\$82.48	½ day
	\$164.96	Full day
Air Compressors	\$274.84	½ day
	\$549.68	Full day
Grass Cutting Equipment	\$75.00	½ day
	\$150.00	Full day
Generator – Small Tow-Behind	\$150.00	½ day
	\$300.00	Full day
Generator – Large Tow-Behind	\$226.80	½ day
	\$453.60	Full day
Chain Saws	\$40.00	½ day
	\$80.00	Full day
Concrete Saws	\$47.56	½ day
	\$95.12	Full day
Pole Pruner	\$40.00	½ day
	\$80.00	Full day
Wacker/Tampers & Plate Tampers	\$173.44	½ day
	\$346.88	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	\$100 per unit	\$115 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.		

Special Event Consumable Vendor Fees (Food and Drink Vendors)

All consumable vendors selling goods/items on Township Property and or in participation with a South Whitehall Township event or program are subject to fees.

250 People or less (estimated attendance)	No Fee
250+ People (estimated attendance)	\$150.00

Appendix A
Sewage Enforcement Officer Fee Schedule
For Septic Permit-Related Work
Keystone Consulting Engineers

**APPENDIX "A" ONSITE SEWAGE DISPOSAL FEES
SEWAGE ENFORCEMENT OFFICER
KEYSTONE CONSULTING ENGINEERS**

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. Fee for this service is \$140.00 per EDU; quantity evaluation \$140.00 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 physically 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. Fee for this service is \$140.00 per pit observation; quantity observation is \$140.00 perc 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. Fee for this service is \$655.00.
- 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. Fee for this service is \$460.00 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. Fee for this service is \$410.00 per test; quantity observation \$410 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. Fee for this service is \$220.00; additional review time at \$117.50 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. Fee for this service is \$300.00.
- b. **Repair** – 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. Fee for this service is \$355.00; additional review time at \$117.50 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. Fee for this service is \$230.00.

- 6. **FINAL INSPECTION** – 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 and/or Stone/Placement, c) Final Inspection. Fee for this service is \$460.00.

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 review of available test data and previous permit and verification of prior testing as outlined in Item 11 below. Fee for this service is \$315.00 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. Fee is \$117.50 per hour.
9. **ALTERNATE OR EXPERIMENTAL SYSTEM REVIEW** – The SEO shall review and prepare a “Report of Findings” commenting on the applicant’s submission. Fee for this service is \$117.50 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.* Fee for this service is \$240.00 per inspection.



Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: January 2, 2024

SUBMITTED BY: Tracy Fehnel, Community Development

ITEM TYPE: Resolution

AGENDA SECTION: RESOLUTIONS

SUBJECT: A Resolution Establishing the Manner of Compensation for Zoning Hearing Board Solicitor for the Township of South Whitehall.

SUGGESTED ACTION:

- *Motion to Approve said Resolution Establishing Manner of Compensation for ZHB Solicitor.*

ATTACHMENTS:

[2024.01.02 BOC - Resolution 2024-17 - Establishing Compensation for Zoning Hearing Board Solicitor - for 2024.pdf](#)

**SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2024-17
(Duly Adopted January 2, 2024)**

**A RESOLUTION ESTABLISHING THE MANNER OF COMPENSATION
FOR ZONING HEARING BOARD SOLICITOR FOR THE TOWNSHIP
OF SOUTH WHITEHALL**

WHEREAS, on March 22, 2023, the Township Zoning Hearing Board appointed by Resolution No. ZHB-2023-2, Thomas H. Dinkelacker, Esquire, as Zoning Hearing Board Solicitor for the Township of South Whitehall; and,

WHEREAS, Thomas H. Dinkelacker, Esquire, of Norris McLaughlin, P.A., 515 W. Hamilton Street, Allentown, PA 18101, has acknowledged his willingness to continue to serve as the Township Zoning Hearing Board Solicitor, which shall remain in effect until duly rescinded by a subsequent resolution of the Zoning Hearing Board of South Whitehall Township. Compensation shall be paid per the attached "Appendix - A" of this Resolution.

NOW, THEREFORE, BE IT RESOLVED that said Township Zoning Hearing 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 2nd day of **January 2024** 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**

President,

ATTEST:

Tricia Dickert Twp. Secretary

APPENDIX - A

APPENDIX - A

From: [Maria Ramirez](#)
To: [Tracy J. Fehnel](#)
Cc: [Tom Petrucci](#)
Subject: RE: Norris McLaughlin - Professional Fee Schedules for 2024 - NO CHANGES from 2023
Date: Thursday, December 21, 2023 12:30:49 PM
Attachments: [SWT ZHB-Norris McLaughlin Fee Agreement-2024.PDF](#)

Good morning:

Attached please find the 2024 fee schedule executed by Attorney Dinkelacker. FYI, there are no changes from the 2023/22 fee schedule.

Thank you.

Happy Holidays!

Maria Ramirez | Legal Assistant

t: 484.838.1416 | f: 610.628.2486 | e: mr Ramirez@norris-law.com | www.norrismclaughlin.com
PA Office: 515 W. Hamilton Street | Suite 502 | Allentown, PA 18101
Bridgewater, NJ | New York, NY | Allentown, PA



Pursuant to Treasury Regulations, any U.S. Federal tax advice contained in this communication, unless otherwise stated, is not intended and cannot be used for the purpose of avoiding tax-related penalties.

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**FEE AGREEMENT BETWEEN NORRIS MCLAUGHLIN, P.A.
AND SOUTH WHITEHALL TOWNSHIP
ZONING HEARING BOARD SOLICITOR
EFFECTIVE JANUARY 1, 2024**

South Whitehall Township (the “Township”) hereby appoints the law firm of Norris McLaughlin, P.A. (the “Firm”), Zoning Hearing Board Solicitor in accordance with the terms and conditions contained herein.

The Firm shall provide legal services as the Township’s Zoning Hearing Board Solicitor. The Firm will invoice the Township monthly for services rendered. Invoices are payable within thirty (30) days of receipt. Unless otherwise agreed, all billings will be based upon time and costs in accordance with the following schedule:

1. Hourly rates [minimum billing unit in tenths (1/10) of an hour]:

(a) Attorney (Partner) - One Hundred Eighty-Five Dollars per hour (\$185.00/hr.);

(b) Attorney (Associate) - One Hundred Seventy-Five Dollars per hour (\$175.00/hr.); and

(c) Paralegals – Ninety-Five Dollars per hour (\$95.00/hr.).

2. Reimbursed Costs: Out-of-pocket expenses to be reimbursed on a “cost” basis shall include, but are not limited to, filing fees, recording fees, travel outside the greater Lehigh Valley Area (at the IRS rate), transcript fees, non-routine photocopying [ten cents (\$0.10) per page] [color copies twenty cents (\$0.20) per page], computerized research fees, extraordinary/express postage, and conference calls.

3. Non-Reimbursed Costs: Costs considered “overhead,” and not charged to the Township, include file opening/closing, routine photocopies, routine postage, routine travel (within greater Lehigh Valley), secretarial services and routine telephone charges.

All invoices will be submitted to the Township for review and payment in a five (5) column format which will detail the identity of the service provider, a description of the service, the date of the service, the time spent and the value of the time. Receipts and other proof of costs incurred will be submitted with the invoice.

NORRIS MCLAUGHLIN, P.A.

Dated: 12.21.23

BY: 
Thomas H. Dinkelacker, Esq.

SOUTH WHITEHALL TOWSHIP

Dated: _____

BY: _____



Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: January 2, 2024

SUBMITTED BY: Tracy Fehnel, Administration

ITEM TYPE: Resolution

AGENDA SECTION: RESOLUTIONS

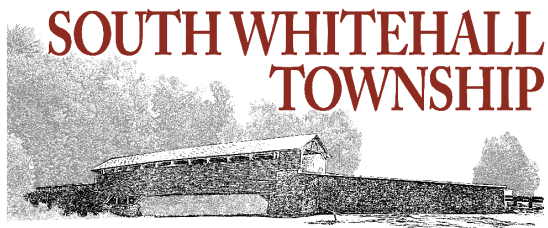
SUBJECT: A Resolution of the Board of Commissioners of South Whitehall Township, Lehigh County, Pennsylvania, Authorizing the Execution of a Professional Services Agreement with SCS Engineers for the Development of a South Whitehall Township Solid Waste/Recycling Program Evaluation and Routing Study.

SUGGESTED ACTION:

- *Motion to Approve said Resolution Authorizing the Execution of a Professional Services Agreement with SCS Engineers for the Purposes of Developing a SWT Solid Waste/Recycling Program Evaluation and Routing Study.*

ATTACHMENTS:

[Memorandum- Solid Waste and Recycling Program Evaluation and Route Study- PSA Approval.pdf](#)
[2024.01.02 BOC - Resolution 2024-19 - for Professional Services Agreement-Solid Waste Optimization Study.pdf](#)
[South Whitehall Township_WasteStudy_Proposal_11-30-23.pdf](#)



MEMORANDUM FOR AGENDA ITEMS

TO:	Board of Commissioners
FROM:	Tom Petrucci, Township Manager
DATE:	December 27, 2023
SUBJECT:	Approval of Resolution- Solid Waste/Recycling Program Evaluation and Routing Study- Authorization to Execute Professional Service Agreement
COPY TO:	H. Bender; M. Miller; T. Dickert; K. Blahnik; D. Zackeru; T. Fehnel

- **Background Information:**

The Board of Commissioners previously directed management/staff to evaluate comprehensively the overall solid waste/recycling/yard waste program, including but not limited to the following:

1. Independent evaluation of alternative solid waste, recycling and yard waste programs.
2. Review by way of an independent analysis of the optimization of the solid waste/recycling collection system method, including number of collection days, collection routes, waste and recycling route workload, tonnages, and the various time metrics associated with collection, travel, units per day, and non-service time.
3. Recommended methods of discussing/increasing educational awareness of solid waste and recycling program alternatives.

In the interim time period, the enclosed scope of work was developed with SCS Engineers, which is a firm that, among other things, specializes in solid waste environmental assessments. The estimated cost of conducting a full study in accordance with the scope of work is \$70,900.00.

- **Requested Official Action:**

Approval of the following Resolution:

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF SOUTH WHITEHALL TOWNSHIP, LEHIGH COUNTY, PENNSYLVANIA, AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH SCS ENGINEERS FOR THE DEVELOPMENT OF A SOUTH WHITEHALL TOWNSHIP SOLID WASTE/RECYCLING PROGRAM EVALUATION AND ROUTING STUDY

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

Refuse Fund (2024)- 09426002-40310 (Professional Services)- \$202,000.00 (with \$200,000.00 allocated towards this project)

**SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2024-19
(Duly Adopted January 2, 2024)**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF SOUTH
WHITEHALL TOWNSHIP, LEHIGH COUNTY, PENNSYLVANIA,
AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES
AGREEMENT WITH SCS ENGINEERS FOR THE DEVELOPMENT OF
A SOUTH WHITEHALL TOWNSHIP SOLID WASTE/RECYCLING
PROGRAM EVALUATION AND ROUTING STUDY**

WHEREAS, South Whitehall Township (“Township”) is a political subdivision, municipal corporation, and First Class Township of the Commonwealth of Pennsylvania, being a body both corporate and politic, situated in Lehigh County, duly established and lawfully existing under and pursuant to the First Class Township Code of the Commonwealth of Pennsylvania, 53 P.S. §§ 55101 et seq., as amended; and

WHEREAS, the Board of Commissioners of South Whitehall Township has identified the need for a Solid Waste/Recycling Program Evaluation and Routing Study, which shall include, among other things, the following:

1. Independent evaluation of alternative solid waste, recycling and yard waste programs.
2. Review by way of an independent analysis of the optimization of the solid waste/recycling collection system method, including number of collection days, collection routes, waste and recycling route workload, tonnages, and the various time metrics associated with collection, travel, units per day, and non-service time.
3. Recommended methods of discussing/increasing educational awareness of solid waste and recycling program alternatives.; and

WHEREAS, SCS Engineers has submitted a professional services proposal to complete a Solid Waste/Recycling Program Evaluation and Routing Study for a proposed total cost of \$70,900.00.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of South Whitehall Township, Lehigh County, Pennsylvania, in consideration of the foregoing “Whereas” clauses, does hereby authorize Thomas R. Petrucci, Township Manager to execute a professional services agreement with SCS Engineers. to assist with the development of a Solid Waste/Recycling Program Evaluation and Routing Study at a cost not to exceed **\$70,900.00**.

DULY ADOPTED, this 2nd day of January, 2024 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**

President,

ATTEST:

Tricia Dickert, Township Secretary

November 30, 2023
File No. 90000003.02

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

Subject: Solid Waste/Recycling Program Evaluation and Routing Study Proposal
South Whitehall Township, PA

Dear Mr. Petrucci:

Per our discussion, SCS Engineers (SCS) has prepared this letter proposal to provide South Whitehall Township (Township) with a solid waste program evaluation and collections system routing study. As the collections system routing study is dependent upon the results of the program evaluation, we have structured the scope in two separate tasks as discussed below.

SCOPE OF SERVICES

We propose a cursory review of the solid waste services offered in South Whitehall Township followed by an assessment of trash and recycling operations (collections) and an assessment of the baseline of the current collections operation.

Task 1 – Solid Waste and Recycling Program Evaluation

SCS will perform an analysis of the Township's current solid waste collection and disposal practices of residential waste and recycling. The objective of this task is to understand and describe the Township's current practices, including revenues and costs, and to identify opportunities for improvement.

Proposed work includes the following:

- **Kick-Off Meeting and Request for Information.** Upon receipt of a notice to proceed, the SCS Team will schedule a kick-off meeting to review the scope of work and anticipated work activities. We will also use this meeting to understand the information and data the Township tracks and has available for our assessment. Within one week of the kick-off meeting, the SCS Team will provide a meeting summary of key decisions and clarifications as well as a "Request for Information" (RFI).
- **Policy Analysis.** SCS will solicit and review information regarding the current standards, ordinances, and service policies for the Township's solid waste/recycling program. This will also include the Township's education and outreach materials, such as signs, flyers, and website.



- **Financial Analysis.** SCS will solicit and review information regarding the revenue and cost elements of the Township's solid waste/recycling services. Typical data will include: customer pricing and disposal/tipping fees; material quantity estimates; manpower and equipment resources; capital and operational costs; etc. SCS will prepare a model of the Township's solid waste costs and revenues to assess the overall financial health of the solid waste/recycling program.
- **Operations Analysis.** SCS will solicit and review information regarding physical operations for the Township's solid waste and recycling management system, which includes interviews with Township staff.

We will also review the contracted collection services provided by J.P. Mascaro, the Township's contracted hauler effective January 1, 2024. SCS will review the contract with J.P. Mascaro and observe operations where feasible. It is anticipated the contract with J.P. Mascaro will include a service area map, number of households served, and cost information.

- **Time and Motion Study.** With the permission of the Township and/or J.P. Mascaro, SCS will follow route collection crews to measure overall route travel times, collection point stop times, productivity rate, set-out rate, facility wait times, facility travel times, traffic conditions, set-out issues that impact collection times (i.e. extra waste or back-door collection), access restrictions, safety issues, and equipment constraints. This data will be used in the route optimization model.
- **Existing Route Baseline.** The current number of routes and time it takes to collect the routes will be assessed for residential waste and recycling. SCS will utilize scale ticket data, as available, and infield time in motion studies to assess current productivity and resource needs.

SCS will use the Township's GIS parcel data and solid waste customer database to develop a route optimization model and routing parameters. We will review the input data and assumptions with the Township before finalizing the baseline model which includes the maximum weight capacity for each vehicle, wait times at the Township's disposal facility, material weights collected per route, hours per route, and other information.

SCS will develop recommendations for improvement based on the results of the baseline model. Some questions the model can help answer include:

- Are crews fully utilizing the workday?
- Are the stops per day/per route enough or too many?
- Are collection vehicles being filled sufficiently before travelling to a disposal facility?

Key performance indicators will be identified to highlight the Township's performance and productivity in comparison to the industry.

- **Report of Findings.** SCS will produce a report documenting our findings regarding the Township's solid waste physical operations, policies, and finances, including our professional opinion and recommendations for improvement.

Task 2 – Routing Optimization Study

Efficient and balanced routes are important for maintaining safety, reducing costs, and boosting collection crew morale. After understanding what your baseline collection system needs in Task 1, SCS will formulate two scenarios for optimization of the collection system. These changes may include optimizing the current system with no collection day changes or with day changes or completely changing the schedule from five days a week to four days a week. The scenarios could include better utilizing automated collection or using a rear load in hard to maneuver streets. Potential scenarios will be identified with Township staff.

Our Team provides nationally renowned solid waste operation (i.e., collection, transfer, processing, recycling and disposal) and efficiency experts that will provide the Township with recommendations to optimize waste collection in a manner that can be supported by Township officials, refuse collection staff and residents. We have completed numerous routing studies for local governments of varying sizes and complexity. SCS intends to collaborate with Route Optimization Consultants, LLC (ROC) as our sub-consultant to accomplish this assignment.

Proposed work activities include the following:

- **New Route Scenarios.** With a baseline model in hand from Task 1, the Township and the SCS Team can explore strategies to optimize the collection system for solid waste and recycling. . The following scenarios are examples for the Township to consider:
 - **Scenario 1:** Optimization with no schedule changes (i.e. distributing the workload more evenly between trucks each day).
 - **Scenario 2:** Optimization with service frequency changes. For example, creating a scenario where recycling is only collected every other week, if that would be advantageous.

We will submit a memo of findings to the Township presenting our analysis of the results of the scenarios for consideration.

- **Route Development.** Routes will be developed for the selected scenario. These routes will then be reviewed with Township staff during two online workshops, which will finalize the routes.
- **Customized Route Maps.** SCS will generate a customized route map template. For the final routes of the selected scenario, we will prepare a 2' x 3' wall map with collection routes identified/shaded in the format of the Township's choosing, as well as, individual route maps formatted appropriately.

SCHEDULE

SCS is prepared to begin work on Task 1 at the Township's earliest convenience. We anticipate the following timelines for Task 1 and Task 2, assuming receipt of a notice to proceed by January 1, 2024:

- **Task 1 – Solid Waste and Recycling Program Evaluation** 2 months (completion March 1, 2024)
- **Task 2 – Route Optimization Study** 2 months (completion May 1, 2024)

COST

The SCS Team will complete the scope of work as described above on a time and materials basis with a budget not to exceed \$70,900.

Thank you for the opportunity to submit this proposal. If you have questions or wish to discuss details of the proposed activities please contact the undersigned. We look forward to working with South Whitehall Township staff to improve solid waste collection services.

Sincerely,



Brent Dieleman
Project Manager
SCS Engineers



Stacey Demers
Vice President
SCS Engineers



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BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: January 2, 2024

SUBMITTED BY: Tracy Fehnel, Police

ITEM TYPE: Resolution

AGENDA SECTION: RESOLUTIONS

SUBJECT: A Resolution Authorizing President of Board of Commissioners to Sign Lehigh County Regional Traffic Safety Program Grant.

SUGGESTED ACTION:

- *Motion to Approve said Resolution Authorizing President of BOC to Sign LC Regional Traffic Safety Program Grant.*

ATTACHMENTS:

[2024.01.02 BOC - Resolution 2024-21 - Lehigh County Regional Traffic Safety Program Grant Application Resolution \(formerly called the DUI Grant\).pdf](#)

SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA

RESOLUTION NO. 2024-21
(Duly Adopted January 2, 2024)

BE IT RESOLVED, by authority of the Board of Commissioners of the South Whitehall Township, Lehigh County, and it is hereby resolved by authority of the same, that the President of the Board of Commissioners of said Municipality, be authorized and directed to sign the attached grant on its behalf.

(SEAL)

SOUTH WHITEHALL TOWNSHIP
BOARD OF COMMISSIONERS

President,

ATTEST:

Tricia Dickert, Township Secretary

I, _____, President of the Board of Commissioners of South Whitehall Township, Lehigh County, do hereby certify that the foregoing is a true and correct copy of the Resolution adopted at a regular meeting of the Board of Commissioners held the **2nd** day of **January 2024**.

Date: January 2, 2024

President,
Board of Commissioners

PROJECT DIRECTOR AUTHORIZATION

PROJECT NUMBER: _____
GRANTEE: South Whitehall Township
COUNTY: Lehigh
TITLE OF GRANT: Lehigh County Regional Traffic Safety Program

***PROJECT DIRECTOR:**

NAME: George J. Hummel
TITLE: Sergeant, Police Department
ADDRESS: 4444 Walbert Avenue
Allentown, PA 18104
TELEPHONE: 610-398-0337
FAX: 610-391-9741
EMAIL ADDRESS: gh@swtpd.org

*The Project Director designated must be a governmental employee actively involved in the management and administration of the project.

APPROVED BY:

DATE: January 2, 2024

SIGNATURE: _____
Authorizing Official

Print or Type Name

If a change in Project Director or Authorizing Official occurs, please call 717-783-4577 or send written notification to:

Bureau of Maintenance and Operations
Program Services Unit
Commonwealth Keystone Building
400 North Street, 6th Floor
Harrisburg, PA 17120



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BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: January 2, 2024

SUBMITTED BY: Tracy Fehnel, Administration

ITEM TYPE: Correspondence/Informational

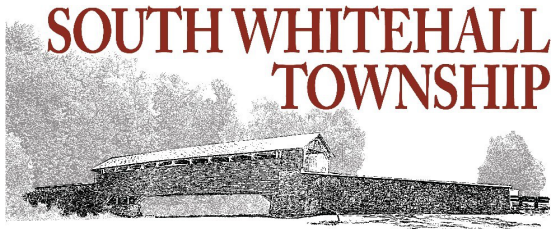
AGENDA SECTION: CORRESPONDENCE AND INFORMATION ITEMS

SUBJECT: Boards and Commissions - Informational Items / Vacancies

SUGGESTED ACTION:

ATTACHMENTS:

[Upcoming Meetings and Current Vacancies.pdf](#)



UPCOMING MEETINGS AND CURRENT VACANCIES

UPCOMING MEETINGS/EVENTS: Details posted on website.

- Wednesday, January 3rd – No Board of Commissioners Meeting
- Thursday, January 4th, 7P – Zoning Hearing Board
- Monday, January 8th, 7P – Parks & Recreation Board
- Monday, January 8th, 7P – Public Safety Commission
- Wednesday, January 10th, 10A – Civil Service Commission
- Wednesday, January 10th, 6P – Vacancy Board Special Meeting
- Thursday, January 11th, 7P – Planning Commission
- Wednesday, January 17th, 7P – Board of Commissioners

CURRENT VACANCIES ON BOARDS/COMMISSIONS:

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



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BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: January 2, 2024

SUBMITTED BY: Tracy Fehnel, Administration

ITEM TYPE: Correspondence/Informational

AGENDA SECTION: CORRESPONDENCE AND INFORMATION ITEMS

SUBJECT: Public Notice - South Whitehall Township 2024 Meeting Schedule.

SUGGESTED ACTION:

ATTACHMENTS:

[2023.12.11 BOC Public Notice TLVP Re-2024 Meeting Schedules.pdf](#)

PUBLIC NOTICE
SOUTH WHITEHALL TOWNSHIP
2024 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 2024 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 2, 2024, at 7:00 PM; January 17, 2024, at 7:00 PM; February 7, 2024, at 7:00 PM; February 21, 2024, at 7:00 PM; March 6, 2024, at 7:00 PM; March 20, 2024, at 7:00 PM; April 3, 2024, at 7:00 PM; April 17, 2024, at 7:00 PM; May 1, 2024, at 7:00 PM; May 15, 2024, at 7:00 PM; June 5, 2024, at 7:00 PM; June 19, 2024, at 7:00 PM; July 3, 2024, at 7:00 PM; July 17, 2024, at 7:00 PM; August 7, 2024, at 7:00 PM; August 21, 2024, at 7:00 PM; September 4, 2024, at 7:00 PM; September 18, 2024, at 7:00 PM; October 2, 2024, at 7:00 PM; October 16, 2024, at 7:00 PM; November 6, 2024, at 7:00 PM; November 20, 2024, at 7:00 PM; December 4, 2024, at 7:00 PM; December 18, 2024, at 7:00 PM.** *(Exceptions are as follows: The first meeting is on Tuesday, January 2nd.)* 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 10, 2024, at 3:30 PM; January 24, 2024, at 3:30 PM; February 14, 2024, at 3:30 PM; February 28, 2024, at 3:30 PM; March 13, 2024, at 3:30 PM; March 27, 2024, at 3:30 PM; April 10, 2024, at 3:30 PM; April 24, 2024, at 3:30 PM; May 8, 2024, at 3:30 PM; May 22, 2024, at 3:30 PM; June 12, 2024, at 3:30 PM; June 26, 2024, at 3:30 PM; July 10, 2024, at 3:30 PM; July 24, 2024, at 3:30 PM; August 14, 2024, at 3:30 PM; August 28, 2024, at 3:30 PM; September 11, 2024, at 3:30 PM; September 25, 2024, at 3:30 PM; October 9, 2024, at 3:30 PM; October 23, 2024, at 3:30 PM; November 13, 2024, at 3:30 PM; and December 11, 2024, 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 10, 2024, at 10:00 AM; February 14, 2024, at 10:00 AM; March 13, 2024, at 10:00 AM; April 10, 2024, at 10:00 AM; May 8, 2024, at 10:00 AM; June 12, 2024, at 10:00 AM; July 10, 2024, at 10:00 AM; August 14, 2024, at 10:00 AM; September 11, 2024, at 10:00 AM; October 9, 2024, at 10:00 AM; November 13, 2024, at 10:00 AM; and December 11, 2024, 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 14, 2024, at 7:00 PM; June 13, 2024, at 7:00 PM; September 12, 2024, at 7:00 PM; and December 14, 2024, at 7:00 PM.** All Emergency Management Services regular public meetings will be held at Cetronia Joint Operations Center, 4350 Broadway, Allentown, Lehigh County, Pennsylvania, 18104. Additionally, **Family Safety Day and Movie** to be held at Fernwood Park, September 14, 2024, at 4:00 PM (Rain date September 21, 2024, at 4:00 PM.)

Landscape and Shade Tree Commission – Regular public meetings will be held on the fourth Monday of the month as follows: **January 22, 2024, at 10:00 AM; February 26, 2024, at 10:00 AM; March 25, 2024, at 10:00 AM; April 22, 2024, at 10:00 AM; May 27, 2024, at 10:00 AM; June 24, 2024, at 10:00 AM; July 22, 2024, at 10:00 AM; August 26, 2024, at 10:00 AM; September 23, 2024, at 10:00 AM; October 28, 2024, at 10:00 AM; November 25, 2024, at 10:00 AM; and December 23, 2024, 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 8, 2024, at 7:00 PM; February 12, 2024, at 7:00 PM; March 11, 2024, at 7:00 PM; April 8, 2024, at 7:00 PM; May 13, 2024, at 7:00 PM; June 10, 2024, at 7:00 PM; September 9, 2024, at 7:00 PM; October 14, 2024, at 7:00 PM; and November 11, 2024, at 7:00 PM.** (Exceptions are as follows: No meetings in July, August, and December unless deemed necessary.) 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.

Pension Committee – Regular public meetings will be held as follows: **January 24, 2024, at 10:00 AM; April 24, 2024, at 10:00 AM; July 24, 2024, at 10:00 AM; and October 23, 2024, at 10:00 AM.** All Pension Committee 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 second Thursday of every month commencing at 7:00 PM, prevailing time, identified as follows: **January 11, 2024, at 7:00 PM; February 8, 2024, at 7:00 PM; March 14, 2024, at 7:00 PM; April 11, 2024, at 7:00 PM; May 9, 2024, at 7:00 PM; June 13, 2024, at 7:00 PM; July 11, 2024, at 7:00 PM; August 8, 2024, at 7:00 PM; September 12, 2024, at 7:00 PM; October 10, 2024, at 7:00 PM; November 14, 2024, at 7:00 PM; and December 12, 2024, at 7:00 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 8, 2024, at 7:00 PM; February 5, 2024, at 7:00 PM; March 4, 2024, at 7:00 PM; April 1, 2024, at 7:00 PM; May 6, 2024, at 7:00 PM; June 3, 2024, at 7:00 PM; July 1, 2024, at 7:00 PM; August 5, 2024, at 7:00 PM; September 9, 2024, at 7:00 PM; October 7, 2024, at 7:00 PM; November 4, 2024, at 7:00 PM; and December 2, 2024, at 7:00 PM.** (Exceptions are as follows: In January and September, will meet on the second Monday of the month.) 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 Boards – Regular public meetings will be held on the fourth Wednesday of every month commencing at 7:00 PM, prevailing time, identified as follows: **January 24, 2024, at 7:00 PM; February 28, 2024, at 7:00 PM; March 27, 2024, at 7:00 PM; April 24, 2024, at 7:00 PM; May 22, 2024, at 7:00 PM; June 26, 2024, at 7:00 PM; July 24, 2024, at 7:00 PM; August 28, 2024, at 7:00 PM; September 25, 2024, at 7:00 PM; October 23, 2024, at 7:00 PM; and December 5, 2024, at 7:00 PM.** (Exceptions: No scheduled hearing for November.) 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 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



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BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: January 2, 2024

SUBMITTED BY: Tracy Fehnel, Finance

ITEM TYPE: Payment of Invoices

AGENDA SECTION: MOTION TO AUTHORIZE PAYMENT OF INVOICES & DISBURSEMENTS

SUBJECT: Invoices and Disbursements

SUGGESTED ACTION:

ATTACHMENTS: