



BOARD OF COMMISSIONERS

PUBLIC MEETING

AGENDA-MINUTES

February 19, 2020

1. CALL TO ORDER: 7:00 p.m.

Attendees: Commissioner Christina (Tori) Morgan, President
Commissioner Diane Kelly, Vice President
Commissioner Michael Wolk, Assist. Secretary
Commissioner Joe Setton
Commissioner Matthew Mobilio
Joseph A. Zator, Twp. Solicitor, Zator Law Offices
Anthony Tallarida, Twp. Engineer, The Pidcock Company
Renee Bickel, Township Manager
Randy Cope, Director of Twp. Operations
Steve Carr, Director of Finance
Chief Glen Dorney, SWT Police Department
George Kinney, Director of Community Development
Tracy Fehnel, Executive Assistant - Absent

2. PLEDGE OF ALLEGIANCE

- 3. NOTIFICATION:** All Public sessions of the South Whitehall Township Board of Commissioners are recorded. The recording is kept and posted to boarddocs.com until the minutes of the meeting are approved. Said recording is then destroyed if a request is not made to retain the electronic version at that time.

***(boarddocs.com; USERNAME: swhitehall; PASSWORD: swtpublic)**

4. MINUTES

a. January 15, 2020 - Board of Commissioners Meeting Minutes

A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Setton, to approve the January 15, 2020 BOC Meeting Minutes as amended. All in favor; none opposed.

b. February 5, 2020 - Board of Commissioners Meeting Minutes

A MOTION was made by Commissioner Mobilio, which was seconded by Commissioner Kelly, to approve the February 5, 2020 BOC Meeting Minutes as amended. All in favor; none opposed.

5. PRESENTATION

a. Retirement of Lieutenant Mark Ruff - 27 years of service

At this time Police Chief Glen Dorney took the time to acknowledge and thank Lieutenant Mark Ruff for his distinguished career with the SWT Police Force. Chief gave an overview of Lieutenant Ruff's career with the SWT-PD. Lieutenant Ruff served the community of SWT for 27 years. He will be greatly missed.

(Break taken at this time to celebrate/congratulate Lieutenant Ruff and his family.)

6. **ORDINANCES** – None.

7. **RESOLUTIONS**

a. **A Resolution Appointing Mark Pinsley to the South Whitehall Township Green Advisory Council**

President Morgan explained this was a carry over from the last meeting, which we are bringing back before the entire board for consideration this evening.

Comment before vote by Commissioner Kelly – She wanted to address some comments made, which resulted from the last meeting, regarding this agenda item. Regarding her vote to not appoint Mr. Pinsley to the Green Advisory Council, it was her desire to have fresh voices to serve on this new Green Advisory Council. She explained that her vote will always be based on the knowledge she has gained and observations, as well as inputs she gained through her campaign. She explained, as the Vice President of the Board, that she respects the other commissioners' votes, whether or not they agree with her, and/or whether or not she understands their reasoning.

Commissioner Setton thanked Commissioner Kelly for her comments. He wanted to add to this conversation at this time. He went on to say that Mark Pinsley, as the initiator and creator of this Committee to deprive him to be part of this, is to deprive the Township of greatness—very simple. Having said this, Commissioner Setton wanted to make a MOTION to approve the resolution appointing Mark Pinsley to the SWT Green Advisory Council.

Commissioner Mobilio added to this. Commissioner Mobilio stands by his comments made at the last meeting and on social media. He understands the need for fresh voices; however, we don't disregard people and their experience and expertise. There is a certain amount of benefit to us in having people who are passionate about certain topics and who are passionate about serving the public. Commissioner Mobilio seconded the MOTION to appoint Mark Pinsley to the Green Advisory Council, as well as President Morgan approving said appointment. Commissioners Kelly and Wolk did not approve the resolution. The vote was 3-2. MOTION Passed.

b. **See Motion 8-A First, followed by 7-B: A Resolution Extending Conditional Offer Of Employment To The Entry-Level Position Of Patrol Officer In The Township's Police Department To Candidates Number 61530 And 61524 Conditioned Upon The**

Individuals Satisfactorily Completing Medical And Psychological Examinations To Confirm Their Fitness For Duty

Chief Dorney said this is the initial step in giving us permission to extend this conditional offer of hire to these two candidates, 61530 and 61524, which will allow us to start the background process. Once they pass the background examinations, we would then come before the Board again requesting to extend them employment.

A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Setton, approving above-mention Resolution Extending Conditional Offer of Employment to Candidates 61530 and 61524 conditioned upon passing exams to confirm fitness for duty. All in favor; none opposed. MOTION carries.

8. MOTIONS

a. Motion to Proceed with Adoption of the Entire Civil Service Eligibility List for Patrol Officer in the SWT Police Department

This item (8-a.) was handled before Agenda 7-b. Chief Glen Dorney said we are here before the Board to respectfully request that you adopt the CS Eligibility List for Entry-Level Position of Patrol Officer for the SWT-PD. He explained that the CSC did meet last week and they were presented with the results. They, at the CSC level, were unanimous to approve the list and to hire off this list, which also lists the top four candidates. CSC were in agreement to proceed with bringing this list before the BOC. Once it is adopted/approved by the BOC, this would give SWT permission to proceed with the hiring from the four top candidates on the list. The List has 21 names on it, all of who passed the process thus far.

A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Wolk, to adopt the entire CS Eligibility List as presented by Chief Dorney. All in favor; none opposed.

Next – Proceeded back to 7-b.

b. Motion Requesting Permission to Proceed with Purchase of Six (6) New Police Vehicles with Required Equipment for Vehicles

The Police Department is requesting permission to proceed with the purchase of 6 new police vehicles—3 marked patrol units and 3 unmarked command vehicles. This project will assist with the overall fleet management plan the Township has moved toward instituting in order to lower maintenance costs and extend the life of the fleet. These vehicles and equipment were approved in the 2020 budgeting process. The additional equipment required for the vehicles is also included in this capital request. The total cost of this project is \$397,083.15.

A MOTION was made by Commissioner Mobilio, which was seconded by Commissioner Kelly. All in favor, none opposed.

c. Motion Requesting Permission to Proceed with Purchase of Body Worn Cameras

The Police Department would like permission to proceed with the purchase of 20 additional Watchguard Vista body worn cameras and appropriate docking stations. By purchasing the additional 20 cameras, every officer assigned to patrol would be issued their own body worn camera. This would ensure every officer working large scale events would have the ability to wear a body camera. The wear and tear on the cameras and equipment would also be minimized by adding to the number of units. The cost of the total project is \$22,825.00. The cameras are instrumental in providing transparency and documentation of police/citizen interactions. The total cost of this project has been budgeted for last year. Life span is somewhere in the area of 5 years.

A MOTION was made by Commissioner Setton, which was seconded by Commissioner Kelly, granting permission to proceed with purchase of body worn cameras as presented by Chief Dorney. All in favor; none opposed.

d. Motion Requesting Permission to Proceed with Purchase of Fire Hose

At this point in the meeting, Steve Carr, Director of Finance, explained that we just received a quote for a hose, which came in lower than the information given in the packet. Mr. Kiskeravage will in his presentation to the Board, provide this newly received information.

Township Fire Commissioner, Chris Kiskeravage, came before the Board, requesting that the Board approve the purchase of a new fire hose at the cost of \$15,117.50 from Mid-Atlantic Fire and Air. The fire hose order is for Greenawalds, Cetronia, and Woodlawn Fire Stations. We are placing once order for the Township. This hose order is to replace hose that has failed testing over the past several years. Hoses are tested annually. Steve Carr explained that each year we budget \$20,000 for a hose, and this is from the fire tax budget.

A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Wolk, granting permission to proceed with the purchase of fire hose as explained by Mr. Kiskeravage. All in favor; none opposed.

9. DIRECTION/DISCUSSION ITEMS

a. Discussion Regarding Refuse Collection Carts

Steve Carr, Director of Finance, presented to the Board a proposal which he and staff worked extensively on with regard to the Refuse Collection Carts.

Staff is recommending, for a limited time, half-off the purchase price of new collection carts for residents that would like to replace their worn out collection carts (aka toters). This program would be supplemented by a \$50,000 budget transfer from the 2020 budget Refuse Fund unappropriated reserve. We would also refund half of the purchase price for any refuse customer that purchased a cart from January 1, 2020 through the start of this program. This program would not include new collection carts purchased for new construction. The program would go into effect immediately upon approval by the Board of Commissioners and would run through May 31, 2020.

Advance Disposal will take care of picking up the old carts replaced with a new one. Statistics, after 5 years there is a 10% chance of some kind of damage to cart. There are approximately 19,000 carts/toters out in our Township.

Will advise residents by 1/3 page insert in April 1st billing, Website, and Signage at Township reception/cashiering.

Commissioner Kelly asked if we have given any consideration with regard to a small discount to seniors of a certain income. Steve explained that this came up during the last budget process, and at that time BOC decided to hold off doing so. Steve said he feels this is a great thing that we can talk about in the next budget discussions, because we will have to figure out what the total potential discounts would be, and that we would have the allocated revenue to cover that. He said we can definitely look at this, and see what we can come up with.

Regarding the \$365,007 in the unappropriated reserve, Steve Carr said we need at least \$225,000 just on the annual price increase of the contract. That will keep us at the \$95/quarter rate. We do not want to have to increase that price.

Township Manager Renee Bickel said that out of that refuse fund, we need to remember that we negotiate with leaf disposal, and we have the disposal of tree branches, etc., which all comes out of this figure. It's not just trash.

A MOTION was made to allocate \$50,000 from the unappropriated reserve refuse fund to have a two month sale on replacement toters, which will be a 50% off sale, ending May 31, 2020. The 96 gallon containers will be at a discounted price of \$30 and 35 gallon containers will be at a discounted price of \$24. This MOTION was made by Commissioner Setton, and seconded by Commissioner Kelly. All in favor; none opposed.

10. CORRESPONDENCE AND INFORMATION ITEMS

- a. **Public Notice - Planning Commission Meeting, Thursday, February 20, 2020, 7:00 p.m.**
- b. **Public Notice - Zoning Hearing Board Meeting, Wednesday, February 26, 2020, 7:30 p.m.**

11. OLD BUSINESS

- a. **Wehr's Dam** – No change; still waiting on permit.
- b. **Openings on Boards/Commissions for current BOC members in support roles**

President Morgan indicated that she had send a note out to each of the commissioners to determine where their interests lie. Finance/Budget Committee has two openings—

Commissioners Kelly and Wolk expressed an interest in that. Fire Committee has one opening—Commissioners Setton and Kelly expressed an interest. Interview Committee, there is one opening—Commissioners Mobilio, Kelly and Setton have all expressed an interest in that. President Morgan said that it is up to each of you on the Board as to what committees you want to be involved in. To spread everything out, President Morgan said two positions are available on Finance, so both Commissioners Kelly and Wolk could serve there, there is one position available on Fire, Commissioner Setton could serve there, and there is one position available on Interview Committee, and Commissioner Mobilio could serve there, but said that is up to each of you.

A MOTION was made by President Morgan nominating Commissioner Mobilio to the Interview Committee. The motion was seconded by Commissioner Kelly. All in favor; none opposed. (Commissioner Mobilio abstained.)

A MOTION was made by Commissioner Mobilio nominating Commissioners Kelly and Wolk to the Finance/Budget Committee. The motion was seconded by Commissioner Setton. All in favor; none opposed. (Commissioners Kelly & Wolk abstained.)

A MOTION was made by President Morgan nominating Commissioner Setton to the Fire Committee. The motion was seconded by Commissioner Kelly. All in favor; none opposed. (Commissioner Setton abstained.)

All the Board Supported positions have now been filled on the various Boards/Commissions/Committees. President Morgan said that if someone cannot make it, then we can certainly talk/work amongst ourselves to fill said vacancy with another board member.

12. STATUS ITEMS – by Department

a. Executive Department – Township Manager, Renee Bickel

Parkland Community Library – Moved their CLOSED date up by one month. They are closed now and transitioning to the Roma Building, third floor. Tentatively by April 1st.

SWT Campus – Demolition process is currently on schedule.

Nuisance Ordinances – Staff currently working on nuisance ordinance, aka the SWEEP program in the past. In final stages of review. Should be in front of the Board in the next month or two.

Welcome Packet – Hoping to finalize by end of March.

Facebook, Next Door Policies – Policies to implement these programs are being finalized. This needs to be done first, before implementation. Looking to bring these to the board shortly.

Lieutenant John Dickinson's Graduation – Lieutenant Dickinson graduated for the Northwestern School of Police and Command last week. What a tremendous honor; well

deserved; he did a fantastic job and Renee wanted to take the time to publicly recognize him. A big congratulations to Lieutenant Dickinson for this great achievement! Lieutenant Dickinson thanked the Board and Township for the opportunity. Chief Dorney also said it was well deserved.

Recycling Center – is currently closed due to a lot of utility work going on now. Relocating the Yard and Garden Center to Wehr Mill Road, and will open again on March 1st, with adjusted hours, which information you can find on website, and will be included in bills.

b. Community Development Department – George Kinney, Director of Finance

George Kinney just wanted to remind everyone of the Comprehensive Plan Meeting scheduled for Wednesday, March 11th, 6:00 p.m. Currently reaching out to millennial groups who are interning at Muhlenberg, and Parkland High School. This is a Joint BOC/PC Workshop.

Bandit Signs – Commissioner Kelly asked where we were on this. She knows he worked very hard on this last year. Should we be considering a policy with regard to this? Township Manager Bickel said this is something that is to be included in the SWEEP-type program. George said that he knows our code enforcement staff is working hard on this during the week. Renee said that real estate signs, especially, pop up on the weekends, and we usually get out there on a Monday to take care of.

c. Finance Department – Steve Carr, Director of Finance

Retirement of Aniko Ritchie – Our Receptionist has notified us that she will be retiring March 6th; she's been with the Township for 12 years. She will be greatly missed.

Credit Cards – Steve continues to work on them. Has a workshop with Munis regarding customer self-service, and another meeting with Paymentus, our processor. Continuing to push this top priority along.

Campus Renovation Project – Commissioner Kelly asked if there is a way the Board could be provided a monthly update regarding this—Perhaps Boyle could come in and show us where we are with our budget on this project, what the expected costs are, etc.

President Morgan summarized that regarding reporting on the Renovation Project—Renee/Steve can send the Board prior to the second meeting of the month, the monthly Boyle project management status report for their review. If Board has any questions, they will send those questions back to Renee/Steve so that they can be answered at the second BOC meeting of the month. If Renee/Steve cannot answer, then we can get Boyle to come in and present to the Board on the area of concern. The second meeting of the month is when invoices will come to the Board regarding this project, as well as an update given at this time. This was acceptable by the Board and Staff.

d. Parks & Recreation Department – Randy Cope, Director of Township Operations

Covered Bridge Park Playground – DEP permit currently in the technical review stage. Capital campaign has brought in \$15,000. We continue to work hard, reaching out to local businesses to raise additional funds. Also applied for additional mini grants for this project.

Finalizing the design and equipment at this time and hope to present the final rendering to the P&R Board in March, and shortly thereafter to this Board as well.

Replacement of Park Bathrooms (adjacent to Pavilion #1 & Playground at CBP) – This is well underway. Hope to submit building permit later this month. Looking for installation Spring/early Summer.

Grove Street Playground – This is the playground we installed last year. It has received its final upgrades, which were based off the feedback from the residents using this playground. This Playground is officially up and running. Signage was added in this area to make motorists aware of playground in area.

4th Annual Youth Fishing Derby – To be held at Covered Bridge Park Saturday, April 18th. Registration begins at 8:00 a.m.

Earth Day Clean Up Beautification Event at SWT Parks, Saturday, April 25th – Seeking Volunteers for this event, to be held at SWT Parks. Those interested should contact Mike Kukitz, Parks & Recreation Manager.

Movies & Concerts in the Parks – will be on our website shortly. Finalizing those details.

e. Police Department – Monthly statistics report was provided by Chief Glen Dorney to Board Members as part of their packet.

Youth Police Academy – Date will be July 27-31, 2020, to be held at the Cetronia Ambulance Corps. Preference being given to SWT residents. Also working on dates to have an Advanced Youth Academy for students who went through phase one last year to hopefully steer them into an early recruiting process for us.

Special Olympics at Parkland School District, May 1, 2020 – This is a huge event, with many people attending—the SWT-PD is preparing for this event accordingly.

Digital Traffic Signs – have been received. Training set up for next week on these. Hopefully this will curb some of the speeding in the Township.

f. Public Works Department - Randy Cope, Director of Township Operations

Retirement of Jerry Charvala – He recently announced his retirement. Randy wanted to take some time this evening to recognize Jerry. Jerry started out as a laborer here at SWT, working his way up to Utility Group Leader, and finishing out as PW Superintendent. Jerry Charvala has spent 24 years here at the Township. He could not be here this evening and asked that Randy extend his appreciation to the Board for everything. That being said Jerry Charvala will certainly be missed.

Utilities Group – currently out working on the campus water installation line. They continue to keep up with the water stations, like our chlorine residuals, as well as all the necessary reporting requirements.

Parks Crew - Lights at Covered Bridge Park have been taken down, with the exception of the ones on the bridge, which will remain up. Typically taken down mid-January. Due to the

transition/moving of the Township to the Roma Building, this put us behind a few weeks. Thank you for your patience.

Parks Department – Over at the three detention basins and maintaining them, along Route 22 and Cedar Crest. PennDOT has been assisting us in that process. Moving along very quickly.

Streets Crews – Two crews out now repairing potholes. Potholes should be called into the office, and we will get them on the schedule for repair.

Leaves – All of the leaves have been hauled out of Iron Bridge Road. We took 317 loads of leaves—quite the task.

Minor renovations to the garage – Mechanics are getting ready for this. Painting to be done. Everything being removed from walls. Also, rebuilding some of our machines/equipment due to wear and tear which is typical for this time of year.

g. Township Engineer – Tony Tallarida, The Pidcock Company

Sent out the project summary for the month (which is part of the BOC Packet). In addition, George Kinney did touch on the items coming to the Planning Commission involving Pidcock. The Board had no questions for Tony regarding his report.

13. COURTESY OF THE FLOOR

Alan Star, Resident – Regarding the King George Inn, he feels it is time to call it to a halt. He said it's been eight years. Either it should be renovated or tear it down. It is an eye sore. He is asking the Board to do something about this.

He next mentioned Walbert Avenue in front of Country Crossings. He feels it is a fire hazard. He feels these stables need to be torn down. He feels the Board needs to do something. They have been closed since the 90s.

The third item he brought up was a “cat issue”. He did not know if they are feral or not. He lives on the east side of Cedar Crest Boulevard, near Muhlenberg Park, on West Congress. He called The Sanctuary and he said they want him to pay for them to come and get the cats. He said people aren't allowed to let their dogs roam, so why should cats be allowed to roam like this. Chief Dorney said this is something that Tom Harper is working on as part of the Nuisance Ordinance.

Phil Armstrong, Lehigh County Executive – He wanted to try and drive home the Census coming up. In the middle of March we will get that card. He stressed the importance of people completing it. For every person counted, they will receive \$2,093/year. For every person missed, that is a lot of money lost, money that would normally go to Libraries, schools, infra-structure repair, all the social programs. It's about \$630 in tax increases per year to make up for the money lost from not completing the census information. You can

go online or do it by mail. Ten years ago, 30% of the people were missed. We really need to spread the word about the importance of completing this for our Funding.

Lastly, Mr. Armstrong explained that Harrisburg just passed a new voting law and it is affecting every county in PA; we can now have mail-in ballots, which are different from absentee ballots. Absentee ballot is for when you are ill, or you are out of the country on vacation. If it turned out that you were around to vote, you could still go to the polls to vote. With the new mail-in ballot, once you mail that in, if you changed your mind on election day, you could NOT go to the polling place to vote. You must do so 50 days prior. We were just advised it is believed that PA will have about 45,000 mail-in votes by the November election. Mr. Armstrong feels this is a really good thing though.

President Morgan thanked Mr. Armstrong for stopping by to share this information with us.

14. **PAYMENT OF INVOICES:** A MOTION was made by Commissioner Kelly and seconded by Commissioner Mobilio to approve the payment of all invoices. All in favor; none opposed.
 15. **EXECUTIVE SESSION:** None was held after this meeting.
 16. **ADJOURNMENT:** At 9:21 p.m. a MOTION was made by Commissioner Kelly, which was seconded by Commissioner Mobilio, to adjourn. All in favor; none opposed.
 17. **APPROVED:** On April 1, 2020, a MOTION was made by Commissioner Mobilio, which was seconded by Commissioner Wolk, to approve the February 19, 2020 BOC Meeting Minutes. All in favor; none opposed.
-