



## BOARD OF COMMISSIONERS

**PUBLIC MEETING**

**AGENDA-MINUTES**

**March 4, 2020**

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**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  
Herb Bender, PW Superintendent  
Steve Carr, Director of Finance - Absent  
Chief Glen Dorney, SWT Police Department  
George Kinney, Director of Community Development - Absent  
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)**

For the record, President Morgan advised that the Board did meet in Executive Session prior to this evening's meeting to discuss legal and personnel related matters.

**4. ORDINANCES – None.**

**5. RESOLUTIONS – None.**

**6. MOTIONS**

- a. Motion Requesting Permission to Proceed with Advertising of Request for Proposals (RFP) Regarding the Jordan Creek Greenway Sections 35-45 Design**

Mike Kukitz, Parks & Recreation Manager, explained that Staff is seeking permission to advertise for the engineering, design and permitting of Sections 35-45 of the Jordan Creek Greenway. Sections 35-45 will include a 10' paved trail from Wehr Mill Road to Cedar Crest Boulevard/Parkland High School.

The RFP seeks an Engineering consultant to prepare construction-ready trail plans, prepare all crossing specifications, develop construction cost estimates, and obtain all permits necessary for future construction. Work will also include public participation/needs assessment, site information and analysis, final mapping and design. The RFP has been reviewed by Zator Law Offices and approved by the Department of Conservation and Natural Resources (DCNR).

This project is being funded through a \$150,000 DCNR grant, matched by the approved 2020 Capital Project budget.

Mike explained this will be an additional two miles which will close a gap in the trail, which will mean three of the seven miles will be completed connecting our east and west boundaries.

Q: What is the cost of this entire project? Mike and Randy both explained that this is the purpose of the RFP—Request for Proposal. Randy explained that this depends on the grant funding. He explained that it is always our goal to spend zero dollars on construction; understanding there are only opportunities out there for so much, and the Township does have a vested interest in this trail to connect to other communities as well as the Trexler Nature Preserve. So, if we can do our due diligence in writing grants to cover the construction, Randy said he feels we are doing really well in comparison to a lot of other trails he has seen built.

Randy explained that the map in the packet is our preferred route—this is best-case scenario. It is not set in stone by any means. Mike Kukitz added that this RFP will also help us determine what the best route is.

Randy explained that engineering fees have been allocated through the general budget. But our construction dollars, we have been very fortunate, have been offset with grant funding. Additionally, this RFP will give us a cost, which will show us the amount of money we need, in order to apply for grant funding.

Randy explained for this project we have already received the finalized grant agreement from the State. President Morgan said we have had positive momentum up to this point, and we don't want to put ourselves in a position where we wouldn't be considered for funding because we delayed.

Commissioner Kelly asked when you get to Cedar Crest by the High School, where are we going after that? Randy said TBD. The ultimate goal is to connect to Jordan Creek Parkway. The County has already completed their part through Jordan Creek Parkway, they have connected to Whitehall Township, the link is starting to happen, but there is a significant trail gap that will have to be engineered and worked on with landowners as well. There are many ways that we can go. We are currently working with North Whitehall on a link. Randy said unfortunately he cannot give a more definitive answer at this time.

A MOTION was made by Commissioner Mobilio, which was seconded by Commissioner Wolk, granting permission to proceed with advertising of RFP regarding the Jordan Creek

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Greenway Sections 35-45 Design, as discussed by Mike Kukitz and Randy Cope. All in favor, none opposed.

Randy thanked the Board.

**b. Street Moratorium Exemption Request - 3338 Winchester Road**

Randy Cope said Mr. Ohara, the owner, is in attendance. When a township paves a road, there is a five-year moratorium on the road, where you cannot make any cuts into the road for anything other than an emergency. Mr. Ohara is here to let us know why he is looking to do this process and explain a bit about his hardship. The Street moratorium opens in June of 2021. Randy said that it is a few feet in past the curb line, so we wouldn't be going across the entire street. Randy said the cut by UGI would be relatively low impact.

Mr. Ohara explained that last year his family sustained a large fire last year, so had to tear the house down. During the rebuild process they discovered that there is gas line in front of the house. It would be energy efficient—we could get rid of the oil. We currently have new construction. We are ready to go with the new HVAC. UGI presented everything, explained that there is a five-year moratorium, and explained what I would have to do with the Township. So that is where I am now. I am at a point where I need to make a decision regarding the heating system.

Herb Bender said he talked to Jim Balliet with regard to this, and UGI will restore the road.

CORRECTION regarding date on UGI Permit—currently reads 3/15/2019. 2019 needs to be changed to 2020.

A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Setton, to move forward with the Street Moratorium Exemption Request. All in favor; none opposed.

Mr. Ohara thanked the Board.

**7. DIRECTION/DISCUSSION ITEMS**

Commissioner Mobilio asked about the revisions to the website. Renee explained that this currently is being worked. This was not budgeted for and we will have to go out to bid on this. However, we are working on some options to make some revisions on our current website. We are actually expecting a proposal back on Friday of this week regarding current revisions we could make, and then budget the others for 2021. Commissioner Mobilio said let's have a discussion on this—maybe we won't have to spend too much to make some of these changes. Renee said that sounds good.

COVID-19 – At this time, Township Manager Renee Bickel asked Township Fire Commissioner, Chris Kiskeravage to give a brief presentation on the corona virus from a community perspective. Chris has been attending various panel sessions with regard to the virus. It is a respiratory virus. Because Information is changing daily, it is recommended that we check the CDC.gov website daily for updated information on this. It is suggested that people keep a three foot space between themselves and other people. They of course recommend all the general precautions, such as coughing in your arm, washing your hands,

not touching your face. We are currently in a hold, wait and see period. As of today's meeting, there were no cases reported in PA. Testing processes are being put in place. Currently there is a wide-spread panic over supplies. From a Fire, Police, EMS perspective, they are keeping an eye on staff situations, to prevent quarantine of a whole platoon, etc. Chris said like the flu, the corona virus also has different stain. The COVID-19 is the one they are having problems with right now.

As far as keeping the public aware, Chris suggest that everyone continue to check the CDC website. Again, they are updating it daily.

President Morgan thanked Chris for the update.

**8. CORRESPONDENCE AND INFORMATION ITEMS**

Just a reminder of the Wednesday, March 11<sup>th</sup>, Joint BOC-PC Workshop at 6:00 p.m.

**9. OLD BUSINESS**

a. **Wehr's Dam Status** – No change; still waiting on permit.

**10. COURTESY OF THE FLOOR** – None.

**11. 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.

**12. EXECUTIVE SESSION:** There will be an executive session to be held after this meeting to discuss legal matters.

**13. ADJOURNMENT:** At 7:38 p.m. a MOTION was made by Commissioner Kelly, which was seconded by Commissioner Mobilio to adjourn. All in favor; none opposed.

**14. APPROVED:** On April 15, 2020, a MOTION was made by Commissioner Kelly, which was seconded by Commissioner Mobilio, to approve the March 4, 2020 BOC Meeting Minutes. Virtual Meeting Roll Call Vote taken as follows: Commissioners Mobilio, Kelly, Setton, Morgan – All AYES approving said minutes. Motion carried. (Commissioner Wolk was absent.)

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