



Wednesday, January 17, 2024

Board of Commissioners AGENDA-MINUTES – 7:00 PM

1. CALL TO ORDER

A. Roll Call

Attendees:

Commissioner Diane Kelly, President
Commissioner Monica Hodges, Vice President
Commissioner Jacob Roth, Assist. Twp. Secretary
Commissioner Tom Johns
Commissioner Chris Peischl
Joseph A. Zator, Twp. Solicitor, Zator Law
Anthony Tallarida, Twp. Engineer, The Pidcock Co.

Tom Petrucci, Township Manager
Herb Bender, Dir. of Twp. Operations
Mike Elias, PW Utility & MS4 Coordinator *
Tricia Dickert, Director of Finance*
Chief Glen Dorney, SWT-PD
Dave Manhardt, Director, Community Development Dept.
Chris Stroehler, Long-Range Planner, CD Dept.
Gregg Adams, Planner, Community Development Dept.
John Frantz, Fire Marshal, Building Code Official *
Tom Harper, Code Enforcement Program Manager *
Rob Fehnel, IT Projects Manager *
Tracy Fehnel, Exec. Assistant**
Absent* **Attended Virtually ****

2. PLEDGE OF ALLEGIANCE

3. ANNOUNCEMENTS

A. All public sessions of the South Whitehall Township Board of Commissioners are electronically recorded, filed, and posted on the Township's 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: January 17, 2024

4. COURTESY OF THE FLOOR - Public Comment on Non-Agenda Items – NONE.

5. MINUTES

A. (2:55) December 20, 2023 – Board of Commissioners Meeting Minutes – A MOTION was made by President Kelly to approve the December 20, 2023, BOC Meeting Minutes as presented. All in favor; none opposed. Motion carried.

B. (3:10) December 28, 2023 – Board of Commissioners Special Meeting Minutes - A MOTION was made by Commissioners Roth and Kelly to approve the December 28, 2023, Board of Commissioners Special Meeting Minutes as presented. All in favor; none opposed. Vote 3:0. (Commissioners Johns and Peischl abstained.) Motion carried.

C. (3:30) January 2, 2024 – Board of Commissioners Re-Org Meeting Minutes – A MOTION was made by Commissioners Hodges and Roth to approve the January 2, 2024, Board of Commissioners Re-Org Meeting Minutes as presented. All in favor; none opposed. Vote 4:0. (Commissioner Peischl abstained.) Motion carried.

D. (3:45) January 10, 2024 – Vacancy Board Meeting Minutes – A MOTION was made by Commissioners Roth and Hodges to approve the January 10, 2024 – Vacancy Board Meeting Minutes as presented. All in favor; Vote 4:0. (Commissioner Peischl abstained.) Motion carried.

6. ORDINANCES

A. (4:05) Advertised for Possible Adoption - An Ordinance Amending Part I (Administrative Legislation) Chapter 17 to Repeal Article VII Environmental Advisory Council and its Subordinate Sections, Reserved for Future Use those Sections not Utilized, and Create a New Article V, Environmental Advisory Council, as Part of the Codified Ordinances of the Township of South Whitehall, and Providing for the Commission's Name; Membership; Jurisdiction, Duties and Responsibilities; Rights and Authority, Organization, Bylaws and Procedures; Public Notice of Meetings; Funding and Expenditures; Records; and Compensation; Severability, Failure to Enforce not a Waiver, Repealer and an Effective Date; and Amending Part II (General Legislation) to Repeal Chapter 85 Air Pollution and its Subordinate Sections

Mr. Chris Strohler, Long-Range Planner, CD Department, gave a recap as follows—essentially what is being done here is out of the Comprehensive Plan last year, we identified the fact that we needed to clean up some of the pieces of the Volunteer Boards/Commissions. We looked at the three Boards related to Environmental—the three Boards that overlapped were the Green Advisory Council (GAC), the Environmental Advisory Council (EAC), and the Air Pollution Board. The duties of these Boards were combined, and we would be moving forward with a new Environmental Advisory Council as stated in this Ordinance. At the December 6th BOC Meeting, the Board directed Staff to advertise this Ordinance for possible adoption. In December, this ordinance was also forwarded to the LC Department of Law, and advertised in the Lehigh Valley Press on January 3, 2024. The Ordinance is being presented to the Board this evening for possible adoption, which Staff is recommending its adoption for the new EAC.

A MOTION was made by Commissioners Peischl and Roth to adopt said Ordinance, as explained by Mr. Strohler above. All in favor; none opposed. Vote 5:0. Motion carried.

B. (7:05) Advertised for Possible Adoption - An Ordinance Amending Part I (Administrative Legislation), Chapter 17, to Repeal Article III, Landscape and Shade Tree Commission and its Subordinate Sections, Reserve for Future Use those Sections not Utilized, Move Article V Commission Meetings to Article III, Move Section 17-29 to Section to Section 17-14, and Create a New Article VII Landscape and Shade Tree Commission as part of the Codified Ordinances of the Township of South Whitehall and Providing for the Commission's Name; Membership; Jurisdiction, Duties and Responsibilities; Right and Authority, Organization, Bylaws and Procedures; Public Notice of Meetings; Funding and Expenditures; Records; and Compensation; Severability, Failure to Enforce not a Waiver, Repealer and an Effective Date.

Mr. Gregg Adams, Planner, CD Department, explained that this is the second of the three Ordinances being presented this evening. This is to do for Landscape & Shade Tree Commission what the prior ordinance posed to do for the EAC. This is a two-part ordinance, of which the second part will follow. This deals with the L&STC Article III of Chapter 17, which is the current ordinance, which combines both the functioning of the L&STC with the administration of trees within the ROW. After coming out of the CP, Staff decided the best thing to do would be to separate them—create one ordinance which would govern the L&STC and its functions, and another ordinance to govern the administration of trees within the ROW. This is the former of those two.

The first time the Board saw this ordinance was September 2023, and again on December 6, 2023, when the Board recommended advertising for possible adoption of said ordinance. Primarily, this ordinance is used to codify the functions of the L&STC, and replace the existing ordinance with the ordinance which is before the Board this evening. In December, this ordinance was forwarded to the LC Department of Law, and advertised in the Lehigh Valley Press on January 3, 2024, for possible adoption.

A MOTION was made by Commissioners Johns and Hodges to adopt said Ordinance, as explained by Mr. Adams above. All in favor; none opposed. Vote 5:0. Motion carried.

C. (12:35) Advertised for Possible Adoption - An Ordinance Amending Part II (General Legislation) and Establishing Chapter 330 "Trees" as part of the Codified Ordinances of the Township of South Whitehall and Providing for Definitions, Permits, Prohibited Activities, Trees in Public Lands and Right of Way, Trees on Private Property, Arboricultural Work Performance Requirements, Compliance with Township Ordinances, Shade Tree Fees, Violations and Penalties, Severability, Failure to Enforce not a Waiver, Repealer and an Effective Date

Mr. Adams explained this is the second half to the Ordinance we just adopted in 6-B. This is similar to the ones we just adopted. The Board did see this at the December 6th BOC Meeting, where Board voted to proceed with advertising of said ordinance. On December 21st, it was forwarded to the LC Department of Law, and advertised in the Lehigh Valley Press on January 3, 2024, for possible adoption. Currently, we do have a SWT Shade Tree Ordinance Policy Guide—a guide for residents to use. That will have to be updated after we pass this ordinance, and said policy to be brought back to the BOC, to be adopted via resolution sometime in the near future.

A MOTION was made by Commissioners Peischl and Hodges to adopt said Ordinance, as explained by Mr. Adams above. All in favor; none opposed. Vote 5:0. Motion carried.

D. (15:49) For Discussion Only – 457B Ordinance Amendment

Township Manager Tom Petrucci gave the following Background Information as follows:

In 2023, the SWT PD Union inquired whether it would be possible to allow for alternative investment plan managers for the Township's 457 (B) Deferred Compensation Plan. Currently, the Township has two approved investment managers for the plan. This is the plan that is voluntary offered by the Township, in which eligible plan participants, employees of the Township, whether union, non-union can make contributions that are not matched by the Township. There are no administrative costs associated with this plan, which allows for pretax deductions. Upon reviewing the existing plan documents, as well as the ordinance, it was noted it was not updated since 1993, and that the plan documents were put together by the investment managers. We felt the plan needs to be specific to the Township, not provided by an investment manager, that it should allow for additional investment managers to be approved by the Township in conjunction with the Pension Committee, and to revise the Ordinance that incorporates the new plan document by reference, and that it provides clear, concise guidance to Township Officials that is compliant with relevant IRS regulations.

Working with Eckert Seamans, the pension and labor attorney, we have developed the plan before the BOC this evening. It is the recommendation of the Township Manager to remit the draft attached ordinance amendment and 457(B) Plan Document to the Pension Committee for review/comment, as well as to seek a recommendation of approval for the Board of Commissioners. Action is requested from the Board of Commissioners to confirm this approach. The next Pension Committee meeting is scheduled for Wednesday, January 24, 2024, at 10:00 AM.

A MOTION was made by Commissioners Hodges and Roth to move said ordinance forward to the Pension Committee for review and comment, as explained by Mr. Petrucci. All in favor; none opposed. Vote 5:0. Motion carried.

E. (21:50) For Discussion Only – On Lot Septic Disposal Systems Ordinance.

Dave Manhardt, Director, CD Department, explained that this is an on-lot septic disposal systems ordinance, which Township does not currently have in its codified ordinances. In the yearly review of the Township Fee Schedule, Staff reviewed the entire on-lot sewage disposal permitting process. Updates include third-party fees and updating of permit application forms so as to give a clearer understanding of the on-lot sewage permitting process. An additional step would be the adoption of an on-lot sewage disposal ordinance. This draft ordinance meets DEP requirements of municipalities and is consistent with the PA Sewage Facilities Act. To date, SEOs have referenced State regulations rather than municipal ordinances for sewage enforcement actions. Our SEO recommended that we have this ordinance as well.

This draft ordinance represents an additional step towards compliance with State regulations. Staff is recommending that we move this ordinance on to Legal for review.

For the record, Chris Noll, is our SEO, and he is with Keystone Consulting Engineers. He has been the SEO for quite some time.

A MOTION was made by Commissioners Johns and Hodges to approve sending draft ordinance to legal for review. All in favor; none opposed. Vote 5:0. Motion carried.

7. RESOLUTIONS

A. (27:40) A Resolution Appointing Commissioner ___ to the South Whitehall Township Pension Committee

B. A Resolution Appointing Commissioner ___ to the South Whitehall Township Pension Committee

7-A&B. Township Manager Tom Petrucci explained that the Pension Committee is officially organized by the BOC and is responsible for the administration of the Township's pension plans in conjunction with the Township Manager, Director of Finance, Pension Plan Investment Manager, Pension Plan Actuary, and Pension Plan Solicitor, including the Employee Thrift Savings Plan, 457 (B) Deferred Compensation Plan, Office Personnel Non-Uniform Defined Benefit Pension Plan, Police Defined Benefit Pension Plan, PWs Defined Benefit Pension Plan, and the Non-Uniform Defined Contribution Pension Plan.

Responsibilities include the review of funding and actuarial requirements for the pension plans, review of investment plan, review of actual investment results, ensuring that reports are filed in accordance with Commonwealth requirements, and providing insight into the efficient administration of the pension plans in order to make recommendations to Township leadership.

Pension Meeting dates are: 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. These are public meetings.

A MOTION was made by Commissioners Roth and Kelly to approve said resolution appointing Commissioner Johns to the Pension Committee. All in favor; none opposed. Vote 5:0. Motion carried.

A MOTION was made by Commissioners Johns and Roth to approve said resolution appointing Commissioner Kelly to the Pension Committee. All in favor; none opposed. Vote 5:0. Motion carried.

C. (30:45) A Resolution of the Board of Commissioners of South Whitehall Township, Lehigh County, Pennsylvania, Reappointing Diana Valkova as the Deputy Treasurer for the Township Pursuant to Article VIII-A, Section 801-A(c) of the First Class Township Code.

Township Manager Tom Petrucci explained that this is a First Class Township Code requirement. Ms. Valkova has served in this position for the past year and has obtained the necessary security bond. Staff would seek to keep the current arrangement in effect.

A MOTION was made by Commissioners Hodges and Peischl approving resolution reappointing Diana Valkova as Deputy Treasurer for the Township as explained by Township Manager Petrucci. All in favor; none opposed. Vote 5:0. Motion carried.

D. (31:40) A Resolution Reappointing Patrick M. Hitchens, Esquire, as Special Tax Counsel for South Whitehall Township's Business Privilege Tax Collection, and Establishing Compensation.

Mr. Petrucci explained that anytime the Board appoints legal counsel of any kind, a resolution is required according to the First Class Township Code. In this case we are seeking reappointment of Attorney Patrick Hitchens for the purpose of providing legal advice for BP Tax and Act 511 Tax matters. There are times when there are specific legal requirements that need to be followed, and it is good to have a solicitor to

bounce various concepts and questions off of when needed. Staff feels it is very appropriate to appoint Attorney Hitchens, who comes recommended in the field.

A MOTION was made by Commissioners Peischl and Hodges to approve said resolution reappointing Attorney Hitchens as Special Tax Counsel for SWT's BPT Collection. All in favor; none opposed. Vote 5:0. Motion carried.

E. (33:1) A Resolution Reappointing Keycodes Inspection Agency as Alternate Residential Building Code Inspector for South Whitehall Township.

Dave Manhardt, Director, CD Department, explained that 7-E and 7-F are to appoint our Alternate Third-Party Building Inspectors. Keycodes was appointed at the January 2, 2024, Re-Org Meeting as our Non-Residential. Barry Isett & Assoc. was appointed as our Residential. We typically have an alternate for each in case of any conflicts. These resolutions are to appoint the corresponding agencies as the alternates.

A MOTION was made by Commissioners Johns and Kelly approving said resolution reappointing Keycodes Inspection Agency as Alternate Residential Building Code Inspector. All in favor; none opposed. Vote 5:0. Motion carried.

F. (34:15) A Resolution Reappointing Barry Isett & Associates as an Alternate Commercial Building Code Inspector for South Whitehall Township.

A MOTION was made by Commissioners Peischl and Kelly approving said resolution reappointing Barry Isett & Associates as Alternate Commercial Building Code Inspector. All in favor; none opposed. Vote 5:0. Motion carried.

G. (34:40) A Resolution of the Board of Commissioners of South Whitehall Township, Lehigh County, Pennsylvania, Approving and Adopting an Updated Blanket Purchase Order Listing.

Township Manager Tom Petrucci explained that the Township Purchasing Policy requires that the BOC approve the Blanket Purchase Orders each year. These are the POs that are rather perfunctory in nature, where the Township knows we will be using certain vendors—e.g. PPL, MetEd; the items that require constant invoices on a regular basis. These POs will correspond with the approximate amounts allocated within the general ledger or the relevant fund. Staff is seeking a motion to approve adoption of updated Blanket Purchase Order listing. The Purchasing Policy requires that an updated Blanket Purchase Order Listing be approved by BOC. These POs essentially allow the Township to not have to go through the process of obtaining 3 quotes, because we have already gone through a contractual process for those on this list. The system does not allow staff to make a purchase/cut a check if it goes above the budgeted amount.

A MOTION was made by Commissioners Peischl and Roth to approve said resolution, which approves/adopts the updated Blanket Purchase Order listing as explained by Mr. Petrucci. All in favor; none opposed. Vote 5:0. Motion carried.

8. MOTIONS

A. (42:00) Motion to Appoint Commissioners ___ and ___ to the Budget and Finance Committee.

Township Manager Tom Petrucci explained that the Budget and Finance Committee is not established via Ordinance. It is a group consisting of two BOC members, the Township Manager, the Director of Finance, the Director of Township Operations, the Fund Balance Specialist, and any other required Finance personnel, who make recommendations to help the Township's leadership make objective and transparent decisions that directly impact the financial condition of the Township.

Responsibilities include:

- Provide a long-term perspective (multi-year outlook) for fiscal planning.
- Review short-term operating results reports (budget vs. actual YTD).
- Review financial audit results.

B&FC Meeting Dates are: Typically held the first Wednesday of each month at 9:00 AM at the Township Municipal Building. Meetings are not open to the public. However, schedule is subject to change if it does not meet the needs of the group—we can accommodate schedules.

A MOTION was made by Commissioners Kelly and Hodges to appoint Commissioner Roth and Johns to the B&FC. All in favor; none opposed. Vote 5:0. Motion carried.

B. (44:17) Motion to Appoint Commissioners __ and __ to the Volunteer Fire Company Subcommittee

Township Manager Tom Petrucci explained that the VFCS is not established via Ordinance, but is rather a group consisting of two BOC members, the Township Manager, the Director of Township Operations, the Fire Marshal, all Fire Chiefs, and any other required personnel, who review ongoing and various objectives related to the short-term and long-term stability of the volunteer Fire Departments that provide emergency services to SWT.

Responsibilities include:

- Review and discuss operational and fiscal needs of Fire Departments.
- Review and discuss the long-term capital infrastructure/apparatus needs of Fire Departments.
- Review policies that impact the Fire Departments.

VFCS Meeting Dates are: Typically held the first Monday of each month at 6:00 PM (unless there is a holiday conflict), at the Township Municipal Building. Meetings are not open to the public.

A MOTION was made by Commissioners Kelly and Roth to appoint Commissioners Kelly and Peischl to the VFCS. All in favor; none opposed. Vote 5:0. Motion carried.

C. (45:45) Motion to Appoint Commissioner(s) __ to the Active Transportation Steering Committee

Chris Stroehler, Long-Range Planner, CD Department, explained that this is going to be a temporary, informal committee. Later in the meeting, we will give an update to the Active Transportation Steering Committee. Last month we did discuss this a bit. We did award a bid to Bowman Consulting Group, who will help us with the preparation of this plan. The purpose of this particular steering committee is to serve as the guiding sounding board for the development of this plan developed by Staff and Bowman. These meetings are the informal, non-public meetings. There will be plenty of opportunity for public engagement on this. We are hoping all commissioners can be involved in this project. However, we are currently looking for one or two to serve as the representatives of the BOC on this ATSC. As you can see, we have identified the need to have a very robust Steering Committee for these two items—Active Transportation Planning and Safety Transportation Planning. We want to make sure we are getting representatives to keep the direction of this plan going, and throughout the engagement process we hope that everyone can still get involved and help us get your ideas for this. Staff will certainly keep everyone informed as we move through other keys of engagement—we would do this at the BOC meetings as this occurs over the next 9 months.

Meeting dates are: The first meeting is tomorrow evening. The remainder of the meeting dates will be set at tomorrow evening's meeting. We believe we would meet three times for this Steering Committee. These would be in-person meetings.

A MOTION was made by Commissioners Kelly and Johns to appoint Commissioners Hodges and Peischl to the Active Transportation Steering Committee. All in favor; none opposed. Vote 5:0. Motion carried.

D. (52:40) Motion to Proceed with the Purchase of a Freightliner Tri-Axle, including Upfit to Vehicle, in the Amount of \$239,424.00.

Herb Bender, Director of Township Operations, explained that PW is respectfully asking permission to move forward with the purchase of a Freightliner 114SD Plus Tri-Axle, in the amount of \$163,589.00. As well as the upfit to the vehicle from E.M. Kutz in the amount of \$75,835.00 for a total of \$239,424.00. PW solicited 3 quotes for the cab and chassis portion of this truck and solicited 3 quotes for the upfit portion of this truck. Both cab and chassis and the upfit is Costars pricing. This Tri-Axle would be replacing a 2009 International Single Axle Dump Truck with 110,000 miles. The current single Axle can only haul 9 tons compared to the Tri Axle being able to haul 22 tons. We did make sure that the larger truck will still be able to fit in areas for snow plowing and salting operations. This was Budgeted in the amount of \$250,000 in the State Highway Aid. This truck is being replaced, because it is beginning to nickel and dime us. Last year we had several very expensive repairs to this vehicle. This vehicle will be placed on MunicBid. New truck would then arrive end of September/early October 2024.

A MOTION was made by Commissioners Hodges and Johns to approve the purchase of a Freightliner Tri-Axle with the upfit for \$239,424.00. All in favor; none opposed. Vote 5:0. Motion carried.

E. (57:02) Motion to Authorize Township Solicitor to Prepare an Amendment to the Improvements Agreement to Eck Road and Crackersport Road.

Dave Manhardt, Director, CD Department, explained that we are looking to extend the Improvements Agreement for the Eck Road and Crackersport Road Warehouses. Applicant was here this time last year looking for a one-year extension. There is an updated list by our Township Engineer as to where Applicant is with this project. Remaining big ticket items are the Norfolk Southern work and the Chapmans and Eck Road intersection work. Anytime when working with Norfolk Southern means it is going to take a while. Recently received the HOP for Chapman and Eck Roads. There were some issues getting the right easements and the ROW. Everything now looks ready to go for Spring 2024; therefore, Staff is in favor of an extension. Developer is in attendance for Board questions.

Township Engineer, Tony Tallarida, The Pidcock Co., explained that the outstanding items in the packet that are minor in nature are cleanup of curbs, replacement of manhole covers. Big ticket items are all the improvements on the PennDOT HOP, which are the Chapmans and Eck intersection. Also listed is Norfolk Southern—they received their HOP about a week ago. Last year they received the Norfolk Southern Signoff and have all agreements done for that. Remaining items are all items that hopefully can be completed within the next year.

Developer said they feel they do not see any reason why they would not be able to complete on time. Developer has agreed to come back in six months to give BOC an update on project.

A MOTION was made by Commissioners Peischl and Hodges, granting an extension until October 31, 2024, with the Developer coming back the first meeting of July to give BOC an update on the project. All in favor; none opposed. Vote 5:0. Motion carried.

(1:03) Brian Hite, Resident, 1273 Eck Road, Allentown. Subject: Discussed flooding on his property; a manhole cover, which took a year to replace; a Township Ordinance, which in his opinion, is being violated; what this project has cost him personally. Township Manager Tom Petrucci said that the Township is working with the Developer and Mr. Hite to resolve these issues identified by Mr. Hite. President Kelly asked Mr. Hite to continue to stay in contact with Township Staff so we can remediate and get this taken care of.

9. CORRESPONDENCE AND INFORMATION ITEMS

A. (1:12) Boards and Commissions – Informational Items/Vacancies

10. DIRECTION/DISCUSSION ITEMS

A. (1:12:50) Partnership for Delaware Estuary – “Farm Forward” Group Meeting

Chris Strohler, Long-Range Planner, CD Department, explained that the Partnership for Delaware Estuary is a non-profit who has reached out to the Township recently. One of the things they do is work on the development of these collaboratives focusing on water quality preservation. They have been working in the Schuylkill River Watershed for decades now, where they have a very successful program, where they work with a number of municipal and non-profit public and private partners to:

- Implement best management practices to improve and protect water quality;
- Promote long-term coordinate stewardship and restoration of the watershed through public education and engagement;
- Transfer lessons learned to other communities;
- Enhance intergovernmental communication and coordination.

They are expanding this program to include the Delaware Water Shed and are looking for meeting space to host one of their meetings focused on agricultural work related to water quality preservation. They noticed the group we had here last year who spoke on agriculture and also felt this was a great location for their in-person meeting. This is simply an update for the Board. They are looking to host their meeting here at the Township Building—this is their working group, so would not be a public meeting. On January 23rd, 9:30A to 2P, they will be here for their working meeting. SWT Staff will see if there is an opportunity to get more involved, by seeing what this group is doing, and determine the benefits to us as a municipality to get more involved. The Board was in agreement with this.

B. (1:17) County Radio Project

Chief Glen Dorney explained the last several years we have been working with the County to upgrade the Emergency Radio System. In June an RFP went out, which 4 vendors responded to. Currently still in the legal phase. The submissions were thousands of pages long. An Intent to Award was issued on December 18, 2023, by the County, in which Legal from Procurement in the County, as well as the Vendor, are working to iron out all the details of contract. At this point in time, no information is being released. Hopefully in the near future, it will go before the County Commissioners to award said contract, with an 18-24 month implementation phase. Chief is confident the system they have chosen will meet the needs of the County of all Emergency Services.

C. (1:20) Active Transportation Safety Action Plan – Steering Committee Meeting.

Action requested – Determination of one or two BOC representatives to serve on the SWT Active Transportation Safety Action Plan (ATSAP) Steering Committee.

Mr. Strohler said he has nothing additional to add to this item. He said that he looks forward to Commissioners Hodges and Peischl’s involvement in this Steering Committee as discussed earlier in the meeting. After the first steering committee meeting, we will then be getting more information out to the Public about this plan and will begin to schedule the public meeting and engagement sessions—we hope to get a lot of residents/the public involved.

11. OLD BUSINESS – NONE.

12. COURTESY OF THE FLOOR - Public Comment on Non-Agenda Items (1:21:28) – NONE.

13. DEPARTMENT REPORTS: (1:21:44) All reports were included in Agenda Packet for both Board and Public access; therefore, no need to go over at this time. President Kelly said there are 13 quarterly reports, and she wanted to thank each department head for submitting their reports. She asked that Department heads thank all members of their team for helping us understand all the different components that happen in order to deliver all the services to our Township, and for all the work done to make this Township great. She encourages the Township to go on the website and take a look at these reports to see all that is done in this Township, and said it is quite amazing. She said a big “Thank You” to all.

Department Reports:

- *Executive Department*
- *Community Development Department*
- *Finance Department*
- *Fire Departments*
- *Human Resources*
- *Parks & Recreation Department*
- *Police Department*
- *Public Works Department*
- *Township Engineer*

14. MOTION TO AUTHORIZE PAYMENT OF INVOICES & DISBURSEMENTS (1:22:39)

A. Invoices and Disbursements

A MOTION was made by Commissioners Roth and Hodges to authorize the payment of Invoices & Disbursements. All in favor; none opposed. Vote 5:0. Motion carried.

15. EXECUTIVE SESSION

A. Scheduled Accordingly – NONE.

16. ADJOURNMENT

A. Motion to Adjourn – At 8:26P a MOTION was made by Commissioners Peischl and Roth to adjourn. All in favor; none opposed. Vote 5:0. Motion carried.

17. APPROVED: February 7, 2024.

A MOTION was made by Commissioners Roth and Hodges to approve the January 17, 2024 – Board of Commissioners Meeting Minutes as presented. All in favor; none opposed. Vote 5:0. Motion carried.