



Wednesday, February 21, 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: February 21, 2024

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

A. Hayden Rinde, Assistant VP - Greater Lehigh Valley Chamber of Commerce.

5. MINUTES

- A. February 7, 2024 - Board of Commissioners Meeting Minutes.
- *Motion to approve minutes as presented.*

6. ORDINANCES

- A. Permission to Advertise - An Ordinance of the Township of South Whitehall, County of Lehigh, and Commonwealth of Pennsylvania, Amending Part II ("General Legislation"), Chapter 336 ("Vehicles and Traffic"), Article III ("Restrictions on Size, Weight and Type of Vehicle and Load") of the Codified Ordinances of South Whitehall Township to Amend Section §336-31 ("Truck Traffic Restricted on Certain Streets") to Provide for a Truck Traffic Prohibition on Ridgeview Drive between Walbert Avenue and Huckleberry Road; and to Provide for a Repealer Clause, Retention of Rights to Enforce, Severability Clause and an Effective Date
- *Motion to Proceed with Advertising of said Ordinance.*

7. RESOLUTIONS

- A. A Resolution of the Board of Commissioners of South Whitehall Township Authorizing the Township Manager to Execute an Agreement with UGI Utilities, Inc. Providing for a Cost Sharing Arrangement for

Road Restoration Work to Occur in South Whitehall Township.

- *Motion to Adopt said Resolution*

8. MOTIONS

A. Motion to Approve Proposals and Associated Total Costs for VOIP Upgrade Project - Mitel MiVB SVI Software IP Platform, Software and Installation.

9. CORRESPONDENCE AND INFORMATION ITEMS

A. Boards and Commissions - Informational Items / Vacancies.

- *Interviews for Vacancies - March 13, 2024, 6:00 p.m.*

B. Civil Service Commission - 2023 Annual Report (FYI).

C. Planning Commission - 2023 Annual Report (FYI)

10. DIRECTION/DISCUSSION ITEMS

11. OLD BUSINESS

A. Comprehensive Plan Implementation Update

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

13. MOTION TO AUTHORIZE PAYMENT OF INVOICES & DISBURSEMENTS

A. Invoices and Disbursements

14. EXECUTIVE SESSION

A. Scheduled Accordingly.

15. ADJOURNMENT

A. Motion to Adjourn.



Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: February 21, 2024

SUBMITTED BY: Tracy Fehnel, Administration

ITEM TYPE: Courtesy of the Floor

AGENDA SECTION: COURTESY OF THE FLOOR - Public Comment on Non-Agenda Items

SUBJECT: Hayden Rinde, Assistant VP - Greater Lehigh Valley Chamber of Commerce.

SUGGESTED ACTION:

ATTACHMENTS:



Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: February 21, 2024

SUBMITTED BY: Tracy Fehnel, Administration

ITEM TYPE: Minutes

AGENDA SECTION: MINUTES

SUBJECT: February 7, 2024 - Board of Commissioners Meeting Minutes.

SUGGESTED ACTION:

- *Motion to approve minutes as presented.*

ATTACHMENTS:



Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: February 21, 2024

SUBMITTED BY: Tracy Fehnel, Community Development

ITEM TYPE: Ordinance

AGENDA SECTION: ORDINANCES

SUBJECT: Permission to Advertise - An Ordinance of the Township of South Whitehall, County of Lehigh, and Commonwealth of Pennsylvania, Amending Part II ("General Legislation"), Chapter 336 ("Vehicles and Traffic"), Article III ("Restrictions on Size, Weight and Type of Vehicle and Load") of the Codified Ordinances of South Whitehall Township to Amend Section §336-31 ("Truck Traffic Restricted on Certain Streets") to Provide for a Truck Traffic Prohibition on Ridgeview Drive between Walbert Avenue and Huckleberry Road; and to Provide for a Repealer Clause, Retention of Rights to Enforce, Severability Clause and an Effective Date

SUGGESTED ACTION:

- *Motion to Proceed with Advertising of said Ordinance.*

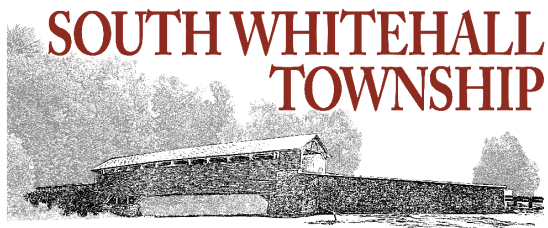
ATTACHMENTS:

[Memorandum for Ordinance for Ridgeview Drive Truck Restriction- Walbert to Huckleberry- Request for Advertisement.pdf](#)

[Ordinance- Ridgeview Drive Truck Restriction- DRAFT.pdf](#)

[2024-01-18-LTR-BEH to SWT re Church-Huckleberry Truck Restriction.pdf](#)

[2024-01-18-LTR-BEH to SWT re Ridgeview Truck Restriction.pdf](#)



MEMORANDUM FOR AGENDA ITEMS

TO:	Board of Commissioners
FROM:	Tom Petrucci, Township Manager
DATE:	February 15, 2024
SUBJECT:	Request to Approve Advertisement of: Ordinance Restricting Truck Traffic on Ridgeview Drive from Walbert Avenue to Huckleberry Road
COPY TO:	H. Bender; D. Manhardt; G. Dorney; T. Fehnel

- **Background Information:**

The Township Engineer was previously engaged to provide an analysis and documentation to the Township for the restriction of truck traffic on Ridgeview Drive from Walbert Avenue to Huckleberry Road. Additionally, the Township Engineer was also authorized to conduct an analysis of the intersection of Ridgeview Drive and Walbert Avenue to determine the effects of allowing trucks on Ridgeview Drive from Bulldog Drive to Walbert Avenue.

Correspondence dated January 18, 2024 from the Township Engineer depicting the findings of said analysis for a restriction of truck traffic on Ridgeview Drive from Walbert Avenue to Huckleberry Road is enclosed for reference.

The Township Engineer has determined that it would be appropriate to restrict truck traffic on Ridgeview Drive from Walbert Avenue to Huckleberry Road. An Ordinance is required to implement this truck traffic restriction; a draft Ordinance is enclosed for reference and review. It is important to note that emergency traffic and local deliveries would not be restricted, per §336-31 of the Township Code of Ordinances.

Ridgeview Drive is a local road, so PennDOT does not determine whether or not the truck traffic should be restricted; it is a local decision. But Pidcock used PennDOT's standards as a guide to make this recommendation as it is the industry standard. The Township follows PennDOT's standards for road construction standards.

As part of this analysis, the Township Engineer also determined that it would not be appropriate to allow trucks on Ridgeview Drive from Bulldog Drive to Walbert Avenue due to the existing geometry and limited turning movements of the intersection/roadway.

Separately, the Township Engineer also conducted an analysis of the intersection of Church Road and Huckleberry Road to determine if additional and/or relocated signing would improve motorist awareness of the existing truck prohibition on Church Road. The results of said analysis as memorialized in the letter dated January 18, 2024 are also enclosed. An Ordinance is not required for this existing prohibition.

Signage is required in accordance with the Township Engineer's recommendations (provided in the enclosed letters dated January 18, 2024).

The Township Solicitor reviewed the draft ordinance prepared by the Township Manager and had no suggested revisions to the text.

- **Action Requested:**

Following any discussion, the Township is requesting to approve the enclosed draft Ordinance for advertisement/consideration of adoption during the March 20th Board of Commissioners meeting.

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

General Fund- 01430002 40240 (General Government Materials)- \$250,000.00 (account to be utilized for required signage)

General Fund- 01406002 40341 (Advertising and Printing)- \$25,000.00 (account to be utilized for advertisement of the public notice required for the ordinance adoption)

Enclosures

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

ORDINANCE NO. XXXX

(Duly Adopted March 20, 2024)

AN ORDINANCE OF THE TOWNSHIP OF SOUTH WHITEHALL, COUNTY OF LEHIGH, AND COMMONWEALTH OF PENNSYLVANIA, AMENDING PART II (“GENERAL LEGISLATION”), CHAPTER 336 (“VEHICLES AND TRAFFIC”), ARTICLE III (“RESTRICTIONS ON SIZE, WEIGHT AND TYPE OF VEHICLE AND LOAD”) OF THE CODIFIED ORDINANCES OF SOUTH WHITEHALL TOWNSHIP TO AMEND SECTION §336-31 (“TRUCK TRAFFIC RESTRICTED ON CERTAIN STREETS”) TO PROVIDE FOR A TRUCK TRAFFIC PROHIBITION ON RIDGEVIEW DRIVE BETWEEN WALBERT AVENUE AND HUCKLEBERRY ROAD; AND TO PROVIDE FOR A REPEALER CLAUSE, RETENTION OF RIGHTS TO ENFORCE, SEVERABILITY CLAUSE AND AN EFFECTIVE DATE

WHEREAS, by various ordinances and amendments thereto, the Board of Commissioners has previously adopted regulations governing traffic within the Township, which ordinances and amendments were consolidated into Chapter 336 upon the Township’s adoption of its Codified Ordinance on December 7, 2016; and

WHEREAS, the Board of Commissioners desires to amend a portion of Chapter 336, to include a truck traffic restriction on Ridgeview Drive as further described herein; and

WHEREAS, Pennsylvania Department of Transportation (PennDOT) Publication 212, Official Traffic Control Devices specifically states in Section 212.117, Weight, size and load restrictions, that prohibitions or restrictions can be put in place based on the condition of a highway after an engineering evaluation. More specifically, Section 212.117(b) states the following:

Traffic on a highway may be prohibited or restricted by weight of vehicle, or kinds or classes of vehicles when warranted by an engineering evaluation... A restriction is warranted when... The highway pavement or shoulders have inadequate structural capacity or have been weakened due to deterioration, high traffic volumes or climatic condition, and may be seriously damaged unless a restriction is imposed.; and

WHEREAS, pursuant to a field inspection of Ridgeview Drive conducted by the Township Engineer on December 15, 2023, it was observed that the pavement surfaces along Ridgeview Drive showed deterioration in multiple areas which included previously patched potholes, cracks, cracking with spidering, pavement depressions, pavement rutting, and springs perking through pavement joints. These are indication that the pavement section is not adequate to support heavy loads and higher traffic volumes, both of which would lead to continued deterioration of the roadway surface; and

WHEREAS, the Township Engineer has determined that the prohibition/restriction warrants as established by PennDOT in Publication 212, Section 212.117 are met for a truck traffic restriction on Ridgeview Drive between Walbert Avenue and Huckleberry Road; and

WHEREAS, pursuant to §336-31, nothing shall prohibit any person from driving an emergency vehicle on any of those streets or parts of streets, or from driving on any of those streets or parts of streets a truck or other commercial vehicle making local deliveries to or pickups from premises located along that street or part of a street.

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

SECTION I – AMENDMENT TO PART II (“GENERAL LEGISLATION”), CHAPTER 336 (“VEHICLES AND TRAFFIC”), ARTICLE III (“RESTRICTIONS ON SIZE, WEIGHT AND TYPE OF VEHICLE AND LOAD”) OF THE CODIFIED ORDINANCES OF SOUTH WHITEHALL TOWNSHIP TO AMEND SECTION §336-31 (“TRUCK TRAFFIC RESTRICTED ON CERTAIN STREETS”)

Part II (“General Legislation”), Chapter 336 (“Vehicles and Traffic”), Article III (“Restrictions on Size, Weight and Type of Vehicle and Load” of the Codified Ordinances of South Whitehall Township is hereby amended at §336-31 to revise (add) the following location:

Street	Between
Ridgeview Drive	Walbert Avenue and Huckleberry Road (approximate length of 3,470 feet)

SECTION II - REPEALER

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

SECTION III - FAILURE TO ENFORCE NOT A WAIVER

The failure of the Township to enforce any provision of this Ordinance shall not constitute a waiver by the Township of its rights of future enforcement hereunder.

SECTION IV - SEVERABILITY

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

SECTION V - EFFECTIVE DATE

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

DULY ENACTED AND ORDAINED as an Ordinance this 20th day of March, 2024 by a majority of the Board of Commissioners of South Whitehall Township, Lehigh County, Pennsylvania, at a duly advertised meeting of the Board of Commissioners at which a quorum was present. As part of this Ordinance, the Board of Commissioners has directed that the President, or Vice-President in the absence of the President, execute this Ordinance on behalf of the Board.

**TOWNSHIP OF SOUTH WHITEHALL
BOARD OF COMMISSIONERS**

Diane Kelly, President

ATTEST:

Tricia Dickert, Township Secretary

THE PIDCOCK COMPANY

CIVIL ENGINEERING AND LAND PLANNING

ARCHITECTURE

LAND SURVEYING

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

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)

January 18, 2024

via e-mail

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

Re: South Whitehall Township
Church Road/Huckleberry Road
Truck Restriction Signing Enhancements

Dear Tom,

As requested, we have investigated the intersection of Church Road and Huckleberry Road to determine if additional and/or relocated signing would improve motorist awareness of the existing truck prohibition on Church Road. As seen in the attached sketch (our SK-1), there is currently 1 No Truck (R5-2) and Except Local Deliveries (R5-2-3) sign assembly along Church Road, approximately 80 feet south of the Huckleberry Road intersection. To improve visibility to motorists on Huckleberry Road, we recommend the following:

- Relocate the existing No Truck/Except Local Deliveries sign assembly to be 50 feet from Huckleberry Road, approximately 30 feet closer than currently;
- Add a second No Truck (R5-2 24"x24")/Except Local Deliveries (R5-2-3 24"x18") on the east side of Church Road opposite the relocated assembly;
- Add a Truck (M4-4 24"x12")/No Right Turn (R3-1 24"x24") assembly on the southwest corner of the intersection facing eastbound traffic, just west of the existing street name sign, with a Truck (M4-4 24"x12")/No Left Turn (R3-2 24"x24") assembly facing westbound traffic, and
- Add a Truck (M4-4 24"x12")/No Left Turn (R3-2 24"x24") assembly facing westbound traffic on the north side of the intersection near the Tall Timbers sign.

Mr. Thomas R. Petrucci, MPA
January 18, 2024

The above proposed enhancements to the truck restriction signing are depicted on the attached sketch, our SK-2.

As the signing is only to support the existing truck restriction, no ordinance or resolution should be required.

If you have any questions or need any additional information, please contact us.

Very truly yours,

THE PIDCOCK COMPANY

A handwritten signature in black ink, appearing to read "B E Harman", written in a cursive style.

Brian E. Harman, PE, PTOE
Manager, Traffic Engineering

beh/laf

Enclosures

xc/enc: Joseph A. Zator, II, Esq., South Whitehall Township Solicitor
Zator Law via e-mail
Mr. Herb Bender, Director of Township Operations
South Whitehall Township via e-mail



DRWN. BY:
BMC
CHKD. BY:
BEH
FIELD BOOK:
—

SCALE:
1"=50'
DATE:
DECEMBER 2023
PROJ. NO.:
770.1001

SOUTH WHITEHALL TOWNSHIP
HUCKLEBERRY ROAD AND CHURCH ROAD - INTERSECTION ENHANCEMENTS
SOUTH WHITEHALL TOWNSHIP, LEHIGH COUNTY, PENNSYLVANIA
THE PIDCOCK COMPANY
CIVIL ENGINEERING AND LAND PLANNING ARCHITECTURE LAND SURVEYING
2451 PARKWOOD DRIVE ALLENTOWN, PENNSYLVANIA 18103
EXISTING CONDITIONS

SK
1



DRWN. BY:

BMC

CHKD. BY:

BEH

FIELD BOOK:

—

SCALE:

1"=50'

DATE:

DECEMBER 2023

PROJ. NO.:

770.1001

SOUTH WHITEHALL TOWNSHIP

HUCKLEBERRY ROAD AND CHURCH ROAD - INTERSECTION ENHANCEMENTS

SOUTH WHITEHALL TOWNSHIP, LEHIGH COUNTY, PENNSYLVANIA

THE PIDCOCK COMPANY

CIVIL ENGINEERING AND LAND PLANNING ARCHITECTURE LAND SURVEYING

2451 PARKWOOD DRIVE ALLENTOWN, PENNSYLVANIA 18103

PROPOSED INTERSECTION ENHANCEMENTS

SK

2

THE PIDCOCK COMPANY

CIVIL ENGINEERING AND LAND PLANNING

ARCHITECTURE

LAND SURVEYING

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January 18, 2024

via e-mail

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

Re: South Whitehall Township
Ridgeview Drive
Truck Restriction

Dear Tom,

As requested, we have investigated the need to restrict trucks on Ridgeview Drive between Walbert Avenue and Huckleberry Road in accordance with PennDOT's guidelines identified in their Publication 212, Official Traffic Control Devices. The following discusses background information, the roadway conditions observed during our field observation, the requirements for restricting trucks, and conclusions of our investigation.

Ridgeview Drive serves a few residential properties between Walbert Avenue and Huckleberry Road, along with providing access to the farm on the west side of the road. The road has a railroad crossing near the Huckleberry Road connection which results in significant grade breaks due to the impact on the roadway profile. The speed limit is not currently posted along Ridgeview Drive. Based on PennDOT's Federal Functional Classification Map, Ridgeview Drive is within the urban area. As a result, the maximum speed limit for this section of roadway is 35 MPH according to Subchapter F, Section 3362(a) as identified in PennDOT's Title 75 (PA Vehicle Code).

Mr. Thomas R. Petrucci, MPA
January 18, 2024

During our field visit on December 15, 2023, the pavement surfaces along Ridgeview Drive showed deterioration in multiple areas which included previously patched potholes, cracks, cracking with spidering, pavement depressions, pavement rutting, and springs perking through pavement joints. These are typically signs that the pavement section is not adequate to support heavy loads and higher traffic volumes, both of which would lead to continued deterioration of the roadways.

PennDOT's Publication 212, Official Traffic Control Devices specifically states in Section 212.117, *Weight, size and load restrictions*, that prohibitions or restrictions can be put in place based on the condition of a highway after an engineering evaluation. More specifically, Section 212.117(b) states "Traffic on a highway may be prohibited or restricted by weight of vehicle, or kinds or classes of vehicles when warranted by an engineering evaluation... A restriction is warranted when... The highway pavement or shoulders have inadequate structural capacity or have been weakened due to deterioration, high traffic volumes or climatic condition, and may be seriously damaged unless a restriction is imposed."

Based on the deteriorating pavement conditions observed along Ridgeview Drive and PennDOT's guidelines on posting truck restrictions, it would appear that the prohibition/restriction warrants are met for Ridgeview Drive, between Walbert Avenue and Huckleberry Road, approximately 3,470 feet. Posting of No Truck (R5-2) signs with a supplemental Except Local Deliveries (R5-2-3) on either end of the restrictions along Ridgeview Drive are therefore appropriate. In addition, Truck (M4-4) / No Left Turn (R3-2) and Truck (M4-4) / No Right Turn (R3-1) sign assemblies are recommended facing Huckleberry Road motorists and Truck (M4-4) / No Turns (R3-3) sign assemblies are recommended facing Walbert Avenue motorists due to the existing truck restriction on Ridgeview Drive south of Walbert Avenue. For consistency, we recommend the existing No Truck sign south of the intersection be replaced with the No Truck (R5-2)/Except Local Deliveries (R5-2-3) sign assembly and be posted on both sides of Ridgeview Drive. The enclosed Sketch (our SK-1) depicts the proposed signing to alert motorists of the truck restriction.

Based on our understanding, an ordinance is required to be passed by the Board of Commissioners to enact the truck restriction. We recommend coordinating with the Township Solicitor regarding the legal requirements to enact this traffic restriction.

Mr. Thomas R. Petrucci, MPA
January 18, 2024

If you have any questions or need any additional information, please contact us.

Very truly yours,

THE PIDCOCK COMPANY

A handwritten signature in black ink, appearing to read "B E Harman", written in a cursive style.

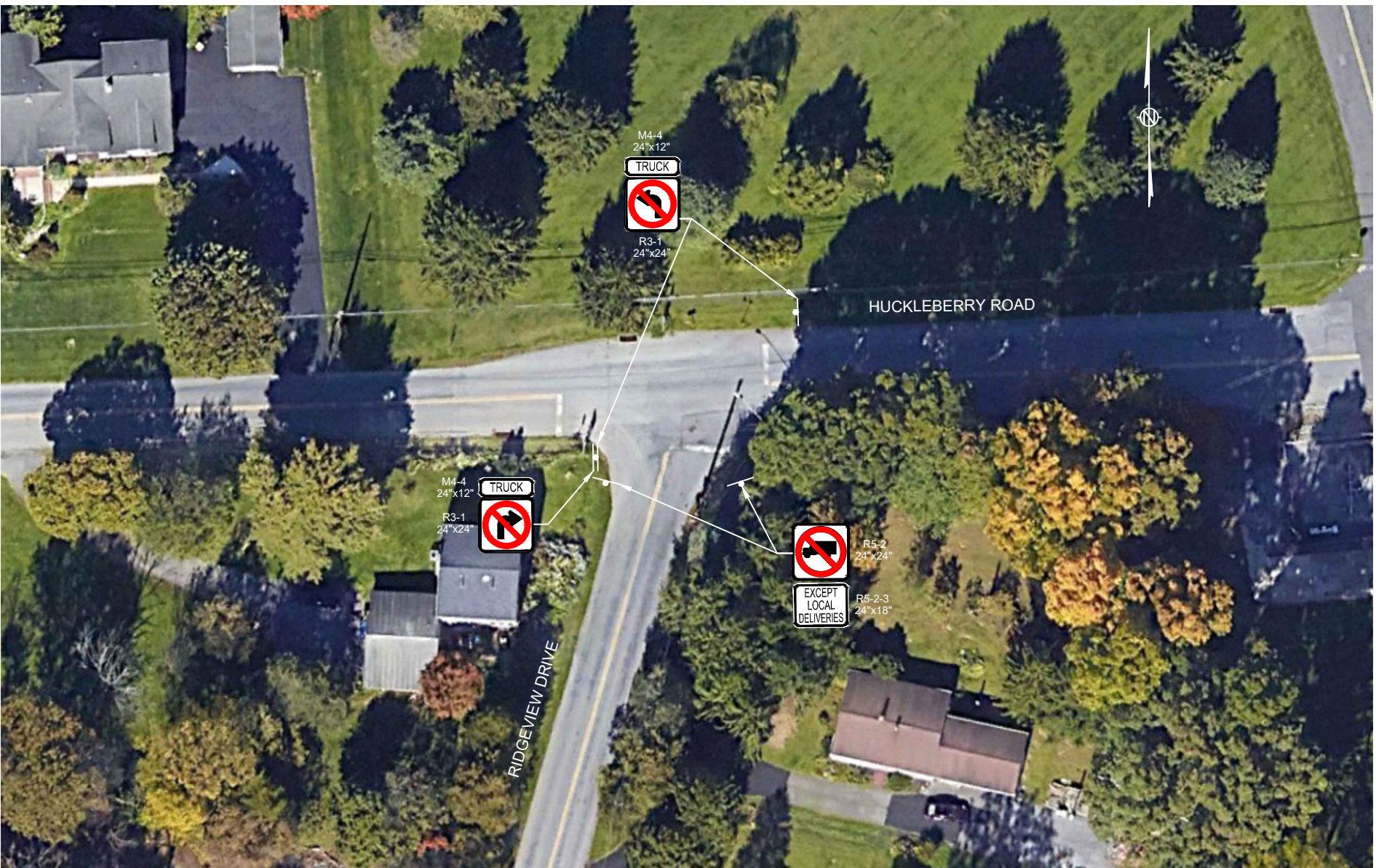
Brian E. Harman, PE, PTOE
Manager, Traffic Engineering

beh/laf

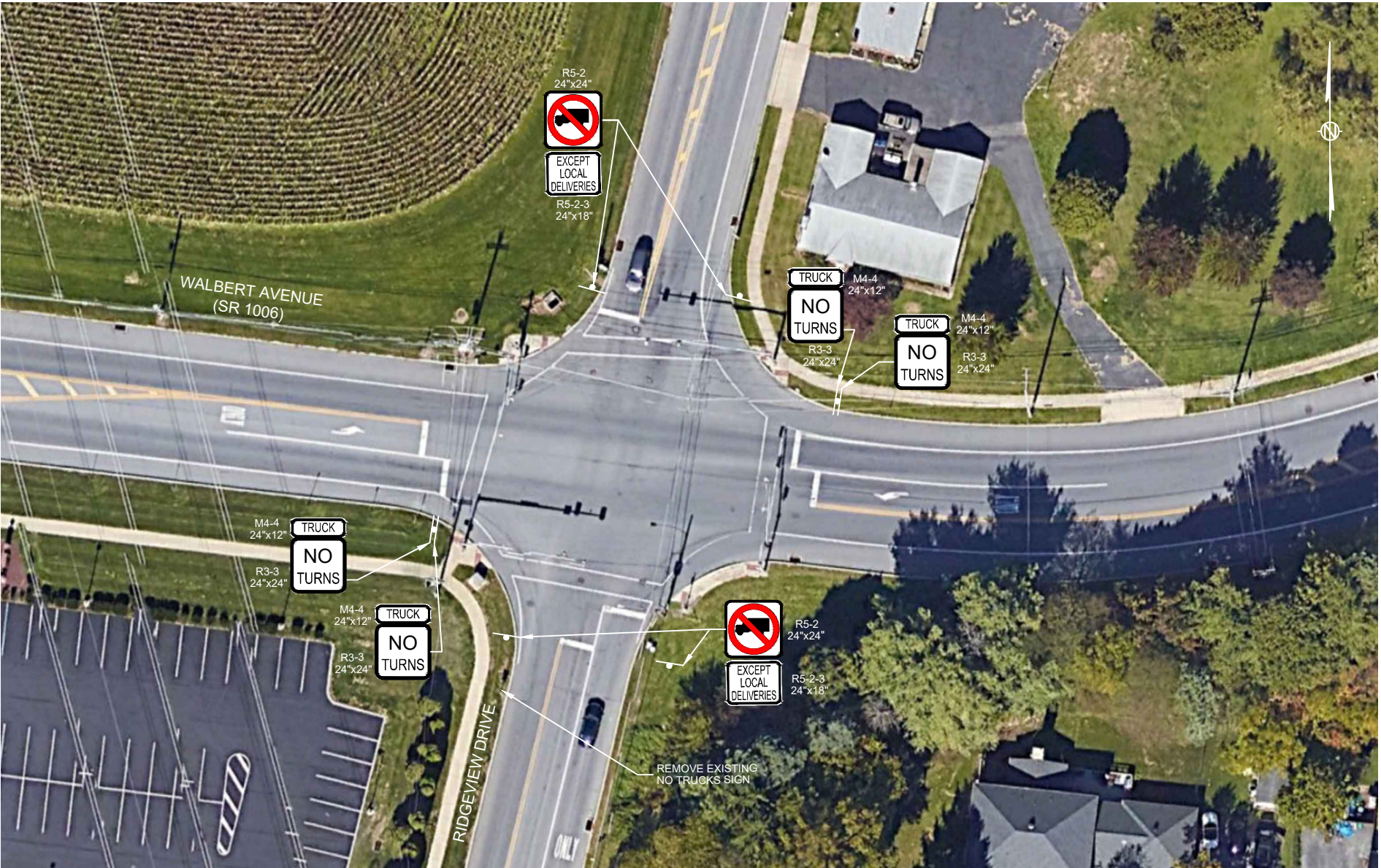
Enclosure

xc/enc: Joseph A. Zator, II, Esq., South Whitehall Township Solicitor
Zator Law via e-mail
Mr. Herb Bender, Director of Township Operations
South Whitehall Township via e-mail

"NOT PUBLISHED; ALL RIGHTS RESERVED BY THE PIDCOCK COMPANY."
Drawing name: S:\Municipalities\SWT\Design Projects\Miscellaneous Traffic - SW43\Ridgeview Drive Truck Restriction\Sketches\Ridgeview Drive\Sketch.dwg Last Modified: Jan 17, 2024 - 1:53pm



HUCKLEBERRY ROAD AND RIDGEVIEW DRIVE INTERSECTION



WALBERT AVENUE (SR 1006) AND RIDGEVIEW DRIVE INTERSECTION

DRWN. BY:
BMC
CHKD. BY:
BEH
FIELD BOOK:
—

SCALE:
1"=50'
DATE:
DECEMBER 2023
PROJ. NO.:
770.1001

SOUTH WHITEHALL TOWNSHIP
RIDGEVIEW DRIVE TRUCK PROHIBITION
SOUTH WHITEHALL TOWNSHIP, LEHIGH COUNTY, PENNSYLVANIA
THE PIDCOCK COMPANY
CIVIL ENGINEERING AND LAND PLANNING ARCHITECTURE LAND SURVEYING
2451 PARKWOOD DRIVE ALLENTOWN, PENNSYLVANIA 18103
PROPOSED SIGNING ENHANCEMENTS

SK
1



Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: February 21, 2024

SUBMITTED BY: Tracy Fehnel, Administration

ITEM TYPE: Resolution

AGENDA SECTION: RESOLUTIONS

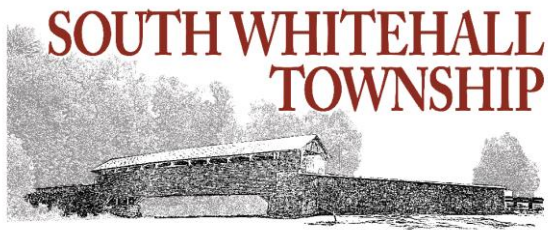
SUBJECT: A Resolution of the Board of Commissioners of South Whitehall Township Authorizing the Township Manager to Execute an Agreement with UGI Utilities, Inc. Providing for a Cost Sharing Arrangement for Road Restoration Work to Occur in South Whitehall Township.

SUGGESTED ACTION:

- *Motion to Adopt said Resolution*

ATTACHMENTS:

[Memo UGI cost share agreement \(2024\).pdf](#)
[Resolution- UGI Cost Sharing- 2024- Correct.pdf](#)
[UGI Road Restoration Agreement - 2024 \(01154585xA8EEA\).pdf](#)
[Exhibit A - UGI Cost Share for 2024 \(01154634xA8EEA\) \(1\).pdf](#)



MEMORANDUM FOR AGENDA ITEMS

TO:	Board of Commissioners
FROM:	Herb Bender
DATE:	February 16, 2024
SUBJECT:	Cost Share Agreement with UGI
COPY TO:	T. Petrucci, T. Dickert, M. Elias

- **Background Information and/or Justification of Expense:**
Administration is looking to move forward with the cost share agreements with UGI. The cost share agreement with UGI is for the work they have done with in the township on various roads that is attached to Exhibit A. The agreement is in the amount of \$300,440.00.
- **Action Requested:**
The resolution allows the Township Manager to take the necessary steps to ensure that the agreement is executed on behalf of the Board of Commissioners.
- **Budget Line Item (if applicable):**

**SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION No. 2024-__
(Duly Adopted February 21, 2024)**

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF SOUTH WHITEHALL TOWNSHIP AUTHORIZING THE TOWNSHIP MANAGER TO EXECUTE AN AGREEMENT WITH UGI UTILITIES, INC. PROVIDING FOR A COST SHARING ARRANGEMENT FOR ROAD RESTORATION WORK TO OCCUR IN SOUTH WHITEHALL TOWNSHIP

WHEREAS, UGI Utilities, Inc. (UGI) performed utility maintenance, replacement, installation and repair work in South Whitehall Township during the year of 2023 and has now completed its work on the Projects other than road restoration work;

WHEREAS, in order to comply with § 304-26 (Work in Street Right-of-Way or Township Easements) (J) of the Code of Ordinances of South Whitehall Township, UGI is required to mill and pave the Township streets where utility maintenance, replacement, installation and repair work was performed (hereinafter referred to as “Road Restoration Work”);

WHEREAS, in lieu of UGI performing the required paving work, the Township has agreed to accept a certain sum of money for each project, and the Township will perform the Road Restoration Work utilizing the Township’s resources (including equipment and personnel).

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED by the Board of Commissioners of the Township of South Whitehall, County of Lehigh, and Commonwealth of Pennsylvania that:

1. The Township Manager of the Township of South Whitehall is hereby authorized and directed to execute on behalf of the Township of South Whitehall an Agreement with UGI Utilities, Inc. providing for a cost sharing arrangement for Road Restoration Work to occur in South Whitehall Township.
2. Said Agreement is attached hereto and incorporated herein as though more fully set forth at length as Exhibit A. The Agreement includes a list of each project, along with the specific scope of the Road Restoration Work and the specific sum of funds to be provided to the Township of South Whitehall pursuant to this Agreement.

DULY ADOPTED, this **21st** day of **February 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**

Diane Kelly, President

ATTEST:

Tricia Dickert, Twp. Secretary

AGREEMENT

THIS AGREEMENT made on this ____ day of _____ 2024, by and between SOUTH WHITEHALL TOWNSHIP (the “Township”), a Pennsylvania Township and Political Subdivision with offices at 4444 Walbert Ave., Allentown, Pennsylvania 18103, and UGI UTILITIES, INC. (“UGI”), a Pennsylvania Corporation with a principal office address of 1 UGI Drive, Denver, PA 17517. The Township and UGI are sometimes referred to herein as the “Parties”.

BACKGROUND

WHEREAS, UGI performed utility maintenance, replacement, installation and repair work in South Whitehall Township (a list of projects is attached hereto as Exhibit A) (the “projects”) and has now completed its work on the projects other than road restoration work;

WHEREAS, in order to comply with Township ordinances, UGI is required to mill and pave the Township streets where utility maintenance, replacement, installation and repair work were performed (“Road Restoration Work”).

WHEREAS, in lieu of UGI performing the Road Restoration Work, UGI has agreed to pay and the Township has agreed to accept a certain sum of money for each project to compensate the Township for performing the Road Restoration Work utilizing the Township’s resources;

NOW THEREFORE, in consideration of the mutual covenants and promises contained in this Agreement and intending to be legally bound thereby, the Parties hereto agree as follows:

TERMS AND CONDITIONS

1. BACKGROUND.

The recitals set forth in the Background section above form a material part of this Agreement and are incorporated herein by reference.

2. TERM.

This Agreement shall become effective and binding on the Parties hereto on the date hereof; however, the term of this Agreement (the “Term”) shall be two (2) years from the date of execution for the Township to complete the Road Restoration Work as contemplated for each project.

3. RESPONSIBILITIES OF UGI.

UGI shall make a nonrefundable payment in the total amount of Three Hundred Thousand Four Hundred Forty and 00/100 Dollars (\$300,440.00) to the Township as consideration in lieu of completing the Road Restoration Work as otherwise required under the Township ordinances, and

upon such payment, the Township will complete the Road Restoration Work as agreed herein and as specified in paragraph 4 below.

4. RESPONSIBILITIES OF THE TOWNSHIP.

Within two (2) years following the complete execution of this Agreement, the Township will perform the Road Restoration Work and maintenance of the areas on which the Township performed the Road Restoration Work for all the projects listed in Exhibit A to this Agreement.

Notwithstanding any other provision contained herein, UGI's sole obligation with respect to any road restoration obligations that arose pursuant to Township ordinances in connection with the projects listed on Exhibit A is to provide the monetary funds specified on Exhibit A. The Township will assume responsibility for the Road Restoration Work for the projects listed on Exhibit A. The Township shall be solely responsible for obtaining all municipal and other government approvals for the prosecution and completion of the Road Restoration Work for each of the projects. Similarly, the Township will provide the labor and materials necessary for the Road Restoration Work on the projects listed in Exhibit A.

5. INDEMNIFICATION AND RELEASE OF LIABILITY.

The Township hereby agrees to indemnify, defend and hold harmless UGI, and all of their respective directors, officers, employees, agents, successors and assigns, from and against any and all claims, debts, demands, causes, actions, causes of action, suits, proceedings, damages, losses, costs, fees, including reasonable attorney's fees, expenses and all other liabilities of any kind whatever, arising out of or related, in whole or in part, to the Road Restoration Work. The Township specifically releases UGI from any liability as it relates to the Road Restoration Work.

6. NO THIRD-PARTY RIGHTS; SUCCESSORS & ASSIGNS.

This Agreement affords rights and benefits only to the Parties hereto, and as such, no third-party beneficiary rights are intended or created hereby. However, this Agreement shall inure to the benefit of the successors and assigns of the Parties hereto.

7. CAPTIONS

The captions in this Agreement are provided for convenience of reference only and are not a part hereof, nor shall they be used to construe, interpret, limit, expand or explain any provision hereof.

8. SEVERABILITY

If any part, or any provision, of this Agreement shall be finally determined to be invalid or unenforceable under the applicable law by a court of competent jurisdiction, that part or provision shall be ineffective to the extent of such invalidity or unenforceability only and shall not affect in any way the remaining parts of said provision or any remaining provisions of the Agreement.

9. NOTICES

All notices required or permitted to be given hereunder shall be deemed properly given if reduced to writing and sent by first-class U.S. certified or registered mail or via nationally recognized private mail courier (such as FedEx or UPS), postage and all other charges prepaid, to the addressee party at its address first set forth above or to such other address as the addressee party shall have last designated by such notice.

10. ENTIRE AGREEMENT

This Agreement constitutes the entire, complete, and final agreement of the parties hereto with respect to the subject matter hereof, supersedes all prior discussions, negotiations, understandings and agreements, verbal or in writing, and may be modified, amended or supplemented subsequent to the date hereof only by a document signed by the parties hereto.

11. CHOICE OF LAW; VENUE

This Agreement and matters arising from or relating to this Agreement or the relationship of the parties shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania without regard to its conflict of laws principles. Jurisdiction and venue for any controversy or dispute in any way arising from, relating to, or connected with this Agreement or the relationship of the parties shall be only in the Court of Common Pleas of Lehigh County, Pennsylvania, and the parties agree to and shall use that forum exclusively to adjudicate it. This Agreement has been entered into in Lehigh County, Pennsylvania.

IN WITNESS WHEREOF, and intending to be legally bound, the parties hereby cause this agreement to be executed the day and year first above written.

ATTEST:

SOUTH WHITEHALL TOWNSHIP

Secretary (or Assistant Secretary)

By: _____
Thomas Petrucci
Township Manager

ATTEST:

UGI UTILITIES, INC.

Secretary

By: _____
Timothy Angstadt
Title: President -UGI Utilities, Inc.

UGI Cost Share for 2024

STREET	Length	Width	Scratch	Overlay	Cost Breakdown Scratch	Cost Breakdown Top
36th St(Congress-Hedge St)	450'	27'	60 Ton 9.5mm	121 Ton 9.5mm	60 Ton @ \$70 = \$4,200	121 Ton @ \$70 = \$8,470
Highland St (36th- 569' East)	569'	26'	77 ton 9.5mm	154 Ton 9.5mm	77 Ton @ \$70 = \$5,390	154 Ton @ \$70 = \$10,780
Highland St (36th - 38th)	1170'	36'	210 Ton 9.5mm	421 Ton 9.5mm	210 Ton @ \$70 = \$14,700	421 Ton @ \$70 = \$29,470
Congress St (35th- 36th St)	564'	22'	62 Ton 9.5mm	124 Ton 9.5mm	62 Ton @ \$70 = \$4,340	124 Ton @ \$70 = \$8,680
Congress St (36th- 950' West)	950'	30'	142 Ton 9.5mm	284 Ton 9.5mm	142 Ton @ \$70 = \$9,940	284 Ton @ \$70 = \$19,880
Edinburgh Rd (Cedar Crest- Aberdeen)	327'	40'	65 Ton 9.5mm	130 Ton 9.5mm	65 Ton @ \$70 = \$11,550	130 Ton @ \$70 = \$9,100
Edinburgh Rd (33rd- Aberdeen)	416'	33'	68 Ton 9.5mm	137 Ton 9.5mm	68 Ton @ \$70 = \$4,760	137 Ton @ \$70 = \$9,590
Edinburgh Rd (Aberdeen- Cambridge)	312'	30'	46 Ton 9.5mm	93 Ton 9.5mm	46 Ton @ \$70 = \$3,220	93 Ton @ \$70 = \$6,510
Edinburgh Rd (Cambridge C- Oxford C)	308'	20'	30 Ton 9.5mm	61 Ton 9.5mm	30 Ton @ \$70 = \$2,100	61 Ton @ \$70 = \$4,270
Oxford Circle (Cedar Crest- 33rd St)	813'	25'	101 Ton 9.5mm	203 Ton 9.5mm	101 Ton @ \$70 = \$7,070	203 Ton @ \$70 = \$14,210
Oxford Circle S(Edinburgh - Eton Rd)	500'	24'	52 Ton 9.5mm	105 Ton 9.5mm	52 Ton @ \$70 = \$3,640	105 Ton @ \$70 = \$7,350
Aberdeen Cir (Edinburgh- Edinburgh)	923'	35'	161 Ton 9.5mm	323 Ton 9.5mm	161 Ton @ \$70 = \$11,270	323 Ton @ \$70 = \$22,610
Huckleberry Rd (Whitehall Ave- Joseph)	1620'	24'	194 Ton 9.5mm	388 Ton 9.5mm	194 Ton @ \$70 = \$13,500	388 Ton @ \$70 = \$27,160
Center St (Huckleberry - Buchman St)	300'	22'	32 Ton 9.5mm	65 Ton 9.5mm	32 Ton @ \$70= \$2,240	65 Ton @ \$70 = \$4,550
Buchman St (Center St- . Filbert St)	320'	22'	35 Ton 9.5mm	70 Ton 9.5mm	35 Ton @ \$70 = \$2,450	70 Ton @ \$70 = \$4,900
Filbert St (Dawes- Buchman St)	335'	22'	36 Ton 9.5mm	73 Ton 9.5mm	36 Ton @ \$70 = \$2,520	73 Ton @ \$70 = \$5,110
Woodlawn St. (Cedar Crest Blvd- Marshall)	377'	24'	45 Ton 9.5mm	82 Ton 9.5mm	45 Ton @ \$70 = \$3,150	82 Ton @ \$70 = \$5,740
Leh St. (Walbert Ave. to 115' south)	115'	24'	14 Ton 9.5mm	28 Ton 9.5mm	14 Ton @ \$70 = \$980	28 Ton @ \$70 = \$1,960
Totals					1,430 Ton @ \$70 = \$100,100	2,862 Ton @ \$70 = \$200,340

Grand Total \$300,440.00



Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: February 21, 2024

SUBMITTED BY: Tracy Fehnel, Administration

ITEM TYPE: Motion

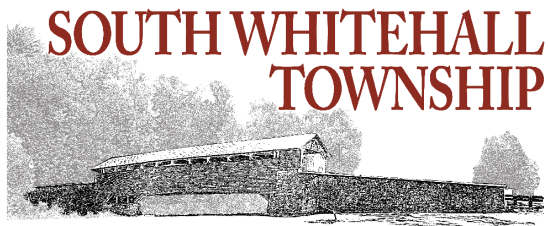
AGENDA SECTION: MOTIONS

SUBJECT: Motion to Approve Proposals and Associated Total Costs for VOIP Upgrade Project - Mitel MiVB SVI Software IP Platform, Software and Installation.

SUGGESTED ACTION:

ATTACHMENTS:

[Memorandum- Phone System Upgrade- 2.21.2024 BOC Meeting.pdf](#)
[MiVO250 Lifecycle Update V3 PB2021Apr5A Nov2021.pdf](#)
[ET&T Proposal.pdf](#)
[SSI Price Quotation.pdf](#)



MEMORANDUM FOR AGENDA ITEMS

TO:	Board of Commissioners
FROM:	Tom Petrucci, Township Manager
DATE:	February 15, 2024
SUBJECT:	Motion to Approve Proposals and Associated Total Costs for VOIP Upgrade Project- Mitel MiVB SVI Software IP Platform, Software and Installation
COPY TO:	H. Bender; R. Fehnel; D. Zackeru; T. Fehnel

- **Background Information:**

South Whitehall Township currently utilizes a Mitel Voice Integrated Network Platform (VOIP) system that was originally installed by ET&T in 2012 and runs on the MiVoice Office 250 Platform. ET&T previously notified current Township management last year that the software for the current platform will no longer be supported past June 30, 2026. The Township then began taking the necessary planning and fiscal steps to ensure that the phones will be upgraded in a cost-effective and efficient manner. The relevant information from Mitel concerning the MiVoice Office 250 migration is attached. The cost of this proposal is a total of \$52,361.70.

ET&T is an authorized state contract vendor, and the Township can purchase this upgrade off of the state contract (contract #4400017875) in accordance with the adopted Procurement Policy due to the fact that ET&T is a state contract vendor. The project is time sensitive to ensure that the Township receives the discounts associated with the migration to the Mitel MiVB SVI Software IP Platform.

The summarized key points of this software migration are provided as follows:

1. There will be 85 standard licenses based on the existing number of users.
2. There will be ten licenses with enhanced remote access capability for department heads and others.
3. A three year software assurance renewal is required as part of this project.
4. The Township is taking advantage of discounts that are in effect until June of 2024 for this migration.
5. The Township must migrate away from the MiVoice Office 250 Platform, which will no longer be supported after June 30, 2026.
6. This proposal is intended to not change how the voicemail system is set up in the Township. In other words, the interface will not change.

After checking with the Township's information technology provider, SSI, some work will also be required on their end to configure the software and update the Township's virtual servers as necessary. The cost of that required work is a total of \$2,600.00.

In reviewing the necessary technical aspects to make this switch, the Township also was able to renew its current service with Service Electric for phones and internet at lower monthly rate, thereby realizing a total cost savings of \$10,971.72 per year on the current Telephone Budget line item. Service Electric is currently averaging a cost of \$1,550.14 per month or \$18,601.68 per year. With the new agreement the monthly billing will be \$635.83 per month or \$7,629.96 per year.

- **Alternative(s):**

Due to the fact that the Township is using the existing hardware and replacing software only, the other alternative would be to investigate replacing the entire system, which would cost in upwards of \$150,000.00. Management did not pursue this option due to the fact that the Township can actually enhance the current functionality of the current system while keeping the same hardware in place at a much lower overall cost. Additionally, replacing the system in total may require rewiring, which is not recommended at this stage following the recent renovation of the Township Building.

- **Action Requested:**

Official action is requested in the form of a motion to authorize the proposal from ET&T dated January 29, 2024 (\$52,361.70) and the System Solutions, Inc. price quotation dated February 9, 2024 (\$2,600.00) for a total cost of \$54,961.70 to proceed.

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

General Fund- 01407002-40452 (Information Technology)- \$750,584.66 Total
Itemized Line Item (specific to this project)- \$55,000.00

ET&T Total Cost- \$52,361.70

SSI Total Cost- \$2,600.00

Enclosures (as noted)

MiVoice Office 250 Lifecycle Announcement

Summary:	Lifecycle plan announcement of MiVoice Office 250
Posted Date:	November 15 th , 2021
Effective Date:	November 15 th , 2021
Bulletin Number:	PB2021Apr5A
Bulletin Type:	Discontinuance
Product Family:	MiVoice Office 250
Audience:	US partners International partners excluding UK
Revision Version:	Version 3
Revision Reason:	Change in milestone dates (extending the availability of selected license parts) and associated part list. Change in discontinuance schedule for digital phone license and compact flash cards and adding FAQ.

Overview

Mitel has seen a significant change in the SMB market and most notably a shift of market demand to cloud services, IP technologies and software-based UC applications. This has been a trend observed over the last few years, but recent world events have caused the pace of change to accelerate. Due to this shift, Mitel has made the decision to initiate the end of life process for the MiVoice Office 250 solution in the US, Canada, Australia, and Caribbean region.

The primary products/services that can offer an alternate solution include:

- MiVoice Business (for on-site requirements globally)
- MiVoice Connect (for on-site globally)
- Ring Central MVP – for cloud-based UCaaS service delivery

We recognize this platform has significant history and importance for a specific community of partners and end users and will be working with you to manage through this transition.

This bulletin provides the details for the key milestones over the next 5 years as we transition from end of sale to end of support.

Affected Products

All of MiVoice Office 250 related products shown below will be affected by this announcement but the key dates vary in terms of end of sales. Specifically, the end of new system sales date refers to the HX Controller and the various kits that use the HX controller (such as the IP Base Kit, the Digital base kit).

Add-on sales, whether for the MiVoice Office Applications Suite, extra line cards, digital system phones and software licenses, will continue for an extended period and we will continue to review as we get closer to the date to assess if there is demand or inventory to consider any extension. Please note that any extension would be communicated separately.

MiVoice Office 250

All of MiVoice Office systems (HX Controller and the associated marketing kits which include this controller), line cards, trunk cards and software licenses are affected. The broader MiVoice Office 250 components such as Attendant console, PS-1, and CT Gateway are affected as well.

Digital and IP Phones

The 85xx Digital phones are also subject to this same lifecycle notice as they are only sold on the MiVoice Office 250 platform. All other devices such as the MiNET 53xx IP phones, 56xx WiFi phones, IP DECT phones, and 69xx phones continue to be available, regardless of the MiVoice Office 250 Lifecycle plan, unless otherwise announced separately.

MiVoice Office Application Suite

All of MiVoice Office Application Suite parts including Phone Manger, Call Reporter, and Call Recorder are affected but with 12-month extension to the milestones as described below and may be subject to further review subject to demand.

Lifecycle Plan Milestones

In order to support partners through the transition, Mitel is providing 10 months advance notice to the End of New System Sales date. In addition, due to requests from partners, Mitel will extend the availability of selected license items.

The following tables show the lifecycle milestones for MiVoice Office 250 and Application Suite. Application Suite has the extended part availability and support due to the recent increase of its use as the work style and environment is changing. Please note that dates shown beyond the formal end of new sale milestone are planned dates at this time and could extend further based on supply and demand. Any change to these dates would be advised under a separate communication or a revision to this bulletin.

Product line	End of New System Sales	End of Add-on Sales	End of Software Design	End of Device license sales	End of Technical Support End of Life
	January 31, 2022	June 30, 2022	January 31, 2023	June 30, 2024	June 30, 2026
MiVoice Office 250	HX Controller and all marketing kits which include the HX Controller	85x8 Digital Phones System cards, expansion cards/bays Optional software licenses CT Gateway		Selected software licenses	
Parts list	Appendix A	Appendix B		Appendix C	

End of New System Sales

After the End of Sales date, no new MiVoice Office 250 system sales will be available.

The base packages for Application Suite will continue to be available until the End of Sales (Application Suite).

Appendix- A shows the list of parts discontinued at the End of New System Sales.

End of Add-on Sales

All hardware parts and most of license parts for MiVoice Office 250, except the Software Assurance renewal parts, are discontinued after the End of Add-on Sales. Some of device/trunk licenses will be available until the End of Device License sales. Appendix-B shows the list of parts discontinued at the End of Add-on Sales.

End of Software Design

There will be no scheduled software release for MiVoice Office 250 after the End of Software Design.

End of Device License Sales

Selected phone and trunk licenses continue to be available the system expansion until the End of Device License Sales. Appendix-C shows the list of parts discontinued at the End of Device License Sales. Digital phone license is included although the associated hardware such as digital phones and card will be discontinued at the end of Add-on sales.

End of Technical Support/End of Life

Between the end of design support and end of Technical Support, we will continue to take calls and offer help to resolve (but no software changes will be made). Please note that to continue to access Technical Support Services, Software Assurance must be maintained.

Once this date is passed, no further call in/web support will be available and documentation and software may be delisted from InfoChannel, Document Center, and/or Software Download Center for MiVoice Office 250 product.

Hardware warranty service will be available based on the eligibility date of each hardware unit. Repair of out of warranty unit is available at the best effort basis.

Product line	End of Software Design	End of Sales (Application Suite)	End of Technical Support End of Life
	January 31, 2024	June 30, 2024	June 30, 2027
Application Suite		MiVoice Office Applications Suite and all components (e.g. Phone Manager, Call Reporter.)	
Parts list		Appendix D	

End of Software Design

There will be no scheduled software release for Application Suite after the End of Software Design.

End of Sales (Application Suite)

All parts for Application Suite, except the Software Assurance renewal parts, are discontinued after the End of Sales (Application Suite). Appendix-C shows the list of parts to be discontinued. However, this milestone is subject to further review based on the demand.

End of Technical Support/End of Life (Application Suite)

Mitel will provide the extended support for Application Suite product after the End of Technical Support/End of Life for MiVoice Office 250 product. During this additional period, Mitel continues to offer the support through the standard Application Suite support channel. Support is limited to Application Suite only, and there will be no support available for MiVoice Office 250 product.

Product Migration

Mitel has a broad portfolio of solutions and our Account Management teams will be engaged to discuss potential alternatives. Additionally, the links below provide access to additional information.

MiVoice Business (Global)

MiVoice Business is at the heart of Mitel's leading on-site communication solution (comprising of MiVoice Business, MiCollab, MiTeam Meetings & MiContact Center Business), enabling your organizations employees to instantly benefit from unified, scalable and mobile communications. It's everything your business needs to take its communications to the next level—through mobility, team collaboration, video conferencing and exceptional customer experience delivery. To help meet the needs of SMB organizations, packages/promo are available (see below)

Please visit <https://powerup.mitel.com/prm/English/s/assets?collectionId=23284> for details.

MiVoice Connect (Global)

MiVoice Connect is a reliable, flexible and intuitive on-site communications solution that seamlessly delivers services and applications that will work for you today and adapt gracefully as your business needs change in the future MiVoice Connect brings all of communications and collaboration tools into one simple interface and allow users to quickly and easily find contacts, check their availability and connect with them via phone, IM, video, desktop sharing or conference calling, without having to open a separate window or log in to new applications.

Please visit <https://powerup.mitel.com/prm/English/s/assets?collectionId=23283> for details.

Ring Central Message Video Phone (MVP)

Mitel has entered into a strategic partnership with Ring Central and UCaaS/Cloud delivery will be fulfilled through Ring Central MVP.

Programs and Campaigns

New customer offers and Installed Base migration programs

- a. Mitel is now offering a campaign for North American partners to extend the MiVoice Business product down into the Small-Medium Business space where previously only the MiVoice Office 250 platform was a viable solution. This promotion is specifically targeted at the 8 to 100 user size. This campaign takes the form of partner rebates that are calculated in CPQ, with the assumption that a similar savings is passed on to the end customer. A similar promo was available in 2020. Please refer to (PB2020Nov1B) for details.

Existing MiVoice Office 250 customers can utilize their existing Mitel investment in 5300 IP phones, 6900 IP phones, SIP DECT phones, and IP DECT phones when they migrate to MiVoice Business.

- b. To enable your installed base to modernize to MiVoice Business, Mitel recommends the Mitel Hardware Update Program. A fast track migration path to Mitel Flagship products and service for the onsite portfolio. Please refer to bulletin PB2020Oct1F for more information.

Software Assurance

Software Assurance continues to be available and can be extended up to the respective “End of Technical Support” date above, and multi-year Software Assurance parts will be gradually discontinued so that it does not extend beyond the EOL date. Affected Software Assurance parts are listed in the Appendix-E.

Whilst new software releases for the platform are not planned beyond the End of Design Support dates, Software Assurance provides coverage to access the Technical Support experts at Mitel.

Warranty

Warranty service continues to be available for eligible items regardless of the milestone dates. Repairs and replacements of out-of-warranty items are available as the best effort basis.

Please note that five (5) year extended warranty parts are immediately discontinued. Please see Appendix-F for the list of affected parts.

Training

All training courses will be available until the End of Life for partner technicians and end users. All courses (parts) are listed in Attachment-C including installation and maintenance certified courses and end user courses. Please note that the following MiVoice Office 250 I+M courses will not be available in instructor led format, and there will be self-study alternatives at no charge. Affected Training parts are listed in the Appendix-D.

- 53002791 MVO 250 I+M Leader-Led (will be available in self-study format at no charge)
- 53003087 MVO 250 I+M Remote Leader-Led (will be available in self-study format at no charge)

Questions and Answers

Q: To support existing customers, we need the license after the End of Add-on Sales. Can I get the license?

A: Considering the large installed base of MiVoice Office 250, selected license parts will be available after the End of Add-on Sales. Please see the list of parts in Appendix-C. Please note that all hardware parts such as digital phones and card are available only until the inventory runs out.

Q: I have licenses in our bank, and can I use them after the End of Add-on sales?

A: Currently, we do not have the plan for decommissioning the AMC license server, and license parts purchased before the End of Add-on license can be activated after the End of Add-on Sales. Also, the license transfer service will be supported.

Q: Do we get software updates and can we still purchase SWA?

A: New software updates to include minor enhancements, regulatory/security/industry standards compliance, and bug fixes will be released but not after the End of Design Support. SWA continues to be available to cover until the End of Life date for technical support and upgrade to then-current software.

Appendix-A

Parts to be discontinued at the End of New System Sales

The following parts are discontinued at the End of New System Sales. Please note that Software Assurance cannot be renewed beyond the End of Life Date.

MiVoice Office 250	
52002643	MiVoice Office 250 Demo w/ Phones - NA
52002644	MiVoice Office 250 Demo - NA
52002678	MiVoice Office 250 Demo Upgrade - NA
52002686	MiVoice Office 250 IP Base Kit no CF
52002728	MiVoice Office 5.0 Shell Kit 2G - NA
52002827	MiVoice Office 250 Digital Base Pack
52002838	MiVoice Office 250 IP Kit x16
52002840	MiVoice Office 250 Digital Kit x16
52002895	MiVoice Office 250 Virtual PS1 System
52002898	MiVoice Office 250 Easy Digital Basic Pk
52002900	MiVoice Office 250 Easy IP Basic Pkg
52002903	MiVoice Ofc 250 Easy Digital Value Pkg
52002905	MiVoice Ofc 250 Easy IP Value Pkg
52002922	MiV Ofc 250 Easy Digital Expand Pack
52002924	MiV Ofc 250 Easy IP Expand Pack
52003052	MiVoice Ofc 250 CS Migration Bundle(NA)
52003095	MiVOffice 250 Digital Base Pack(Carrier)
52003502	MiVoice Office 250 6900 Base Kit - NA
52003504	MiVoice Office 250 6900 Base Kit – AUS
50006791	HX-Core Assembly(Chassis, Ctrl, PSU)

Appendix-B

Parts to be discontinued at the End of Add-on Sales

The following parts are discontinued at the End of Add-on Sales. Please note that Software Assurance cannot be renewed beyond the End of Life Date.

MiVoice Office 250		
System module	580.1003	MiVoice Office 250 HX Controller Chassis Only
System module	580.2020	MiVoice Office 250 Processor Expansion Card (PEC-1)
System module	580.1001	MiVoice Office 250 Digital Expansion Interface (DEI)
System module	828.1514	KIT MULTI-APP CT GATEWAY
System module	828.1523	KIT SGL-APP CT GATEWAY
System module	841.1152	1GB Compact Flash MiVoice Office 250 NA
System module	50006500	2GB Compact Flash MiVoice Office 250 NA
System module	50006589	2GB Compact Flash MiVoice Office 250 AU
System module	50006894	MiVoice Office250 2GB CF Digital Express Version
System module	50006895	MiVoice Office250 2GB CF IP Express Version
Line Card	52002624	MiVoice Office 250 DDM-16 Card w/ cable
Line Card	52003111	MiVoice Office 250 DDM-16 Pack (Carrier)
Line Card	580.2100	MiVoice Office 250 SGL Line Module (SLM-4) for CS/HX
Line Card	580.2101	MiVoice Office 250 SGL Line Module (SLM-8) for DEI
Line Card	580.2200	MiVoice Office 250 Digital Endpoint Module (DEM-16)
Line Card	580.2202	MiVoice Office 250 DDM-16b CCA for HX (no cable)
Trunk Card	580.2304	MiVoice Office 250Loop Start Module (LSM-4) for CS/HX
Trunk Card	580.2702	MiVoice Office 250Dual T1/E1/PRI (T1M-2) for CS/HX
Trunk Card	580.3020	MiVoice Office 250Basic Rate Module (BRM-2) for CS/HX
Misc. HW	580.9126	MT5000 HX Ctrl Power Sup 120W 24VDC 5A
Misc. HW	813.1814	MT5000 CABLE DEM-16 RJ45 TO AMP 50P 15FT
Misc. HW	823.1392	MT5000 Bracket Rack Mount
Misc. HW	828.1692	Kit OF 2 3U Wall Mount Brackets Univ
Misc. HW	828.1752	Kit Wall Mount Screen External
Misc. HW	828.1771	KIT BRKTS HX CONT AND PS WALL MOUNT
Misc. HW	50006488	MT5000 HX to DEI Cable 16in

Misc. HW	50006504	Kit Wall Mount bracket HX Ctrl, PS & 2 DEI
Misc. HW	50006552	MT5000 CBL DDM-16 3M TO AMP 50P 3METR
Misc. HW	813.1847-001	MT5000 Cable DEI 8in
Misc. HW	C100-6	AMPHENOL CABLE 6 METRE
Misc. HW	C110	MAINS IEC CABLE c/w Plug 4M ST
Misc. HW	C1814	CS5000 DEM RJ45/DKSC-16 15FT
License	54006195	MiVoice Ofc 250 vPS-1 Server Software
License	52002955	MiVoice Off 250 PS-1 to vPS-1 Migration
License	54007403	MiVoice Office 250 Digital SW Base
License	898.0002	Admin/License Movement Fee
License	841.0892	SW License Key Mitel 5000
License	840.0240	MiVoice Office License - 5200 to 5400
License	840.0458	MiVoice Office License - v1.1 to v1.2
License	840.0623	MiVoice Office License - v1.2 to v2.0
License	840.0816	MiVoice Office License - v2.x to v3.0
License	840.0843	MiVoice Office License - v3.x to v3.2
License	840.0849	MiVoice Office License - v3.x to v4.0
License	54005326	MiVoice Office License 3.x to 4.x SWA
License	550.5310	ATTENDANT CONSOLE MULTI-NODE
License	550.5312	ATTENDANT CONSOLE V3.2 SINGLE NODE
License	840.0226	MiVoice Office License - IP Phone Cat A
License	840.0414	MiVoice Office License - IP Phone Cat B
License	840.0415	MiVoice Office License - IP Phone Cat C
License	52002965	MiVoice Office 250 IP Phone Cat D Lic (SP)
License	840.0417	MiVoice Office 250 Lic - Dig Phone Cat E
License	52002964	MiVoice Office 250 Dig Phone Cat E Lic (SP)
License	52002963	MiVoice Office 250 SIP Phone Cat F Lic (SP)
License	54007364	MiVoice Office 250 Cat D to SIP Cat F Lic Conv
License	54009935	MiVoice Office 250 Cat E to SIP Cat F Lic Conv
License	840.0224	MiVoice Office 250 Lic - IP Networking
License	840.0225	MiVoice Office License - IP Network 5400

License	840.0227	MiVoice Office License - Single PRI
License	840.0228	MiVoice Office 250 License - Agent Help
License	840.0229	MiVoice Office 250 Lic - Analog VM HG
License	840.0230	MiVoice Office 250 License - ACD
License	840.0231	MiVoice Office 250 Lic VM AMIS Network
License	840.0232	MiVoice Office 250 Lic VM Private Network
License	840.0233	MiVoice Office 250 Lic - Remote ACD
License	840.0234	MiVoice Office 250 Lic -IP Gateway Trunk
License	840.0319	MiVoice Office 250 Lic-Desktop Interface
License	840.0408	MiVoice Ofc License-IP Phones EnableSyst
License	840.0410	MiVoice Office 250 Lic - DEI #2 Enable
License	840.0759	MiVoice Office 250 Lic Enable 2nd Port on T1/E1
License	840.0817	MiVoice Office 250 Lic - Enable DEI #3
License	840.0818	MiVoice Office 250 Lic - Enable DEI #4
License	840.0819	MiVoice Office 250 Lic - File-based MOH
License	840.0832	MiVoice Office 250 LIC.MP3_Encoder
License	840.0844	MiVoice Office 250 Lic - Dyn Ext Express
License	54005357	MiVoice Office 250 License UVM E-mail Synch
License	54005358	MiVoice Office 250 License - UVM BES Synch
License	54005359	MiVoice Office 250 License -Meet-Me Conf
License	54005378	MiVoice Office 250 Lic SIP App Gateway Port
License	54005399	MiVoice Office 250 License Hot Desk
Devices		
Phones	50006122	8528 Telephone NA
Phones	52003304	8528 Digital Phone Bundle (4x)
Phones	50006123	8568 Telephone NA
Phones	52003305	8568 Digital Phone Bundle (4x)

Appendix-C

Parts to be discontinued at the End of Device License Sales

The following Application Suite parts are discontinued.

MiVoice Office 250		
License	840.0416	MiVoice Office 250 Lic - IP Phone Cat D
License	840.0417	MiVoice Office 250 Lic - Dig Phone Cat E
License	840.0418	MiVoice Office 250 Lic - IP Phone Cat F
License	840.0411	MiVoice Office 250 Lic - UVM Single Port
License	840.0460	MiVoice Office 250 Lic - UVM Ports x4
License	840.0833	MiVoice Office 250 Lic - SIP Trunk
License	54006062	MiVoice Office 250 Lic - SIP Trunk x10

Appendix-D

Parts to be discontinued at the End of Sales (Application Suite)

The following Application Suite parts are discontinued.

Application Suite		
License	51302771	Mitel Phone Manager Team Lead (x1)
License	51306144	MiVoice Office Call Reporter Logging
License	51306145	MiVoice Office Call Reporter Scheduling
License	51306146	MiVoice Office Call Reporter - 16 Ext or less
License	51306147	MiVoice Office Call Reporter Upgrade to 32 Ext
License	51306148	MiVoice Office Call Reporter Upgrade - Unlimited
License	51306877	MiVoice Office Wallboard User License
License	51306878	MiVoice Office Dashboard User License
License	51306879	MiVoice Office ACD Reporter User License
License	51306880	MiVoice Office DND Reporter Option
License	51306881	MiVoice Office CPN Mapping System Option
License	51307457	MiVoice Call Reporter ACD 10 Agent Pack
License	51307458	MiVoice Call Rpt - ACD 50 Agt Pack
License	51307459	MiVoice Office Call Reporter - RT Pack
License	51307460	MiVoice Office Call Reporter - RT ACD Pack
License	51303629	Phone/Campaign Mgr Pro Services - Hourly
License	51307420	Mitel Phone Manager Outbound Single User
License	51307421	Mitel Phone Manager Outbound 10 Pack
License	51307422	Mitel Phone Manager Outbound 50 Pack
License	51302773	Mitel Comm Serv Multi-Node Upgrade
License	51302774	Mitel Comm Serv Real-Time SMDR Link
License	51302776	Mitel Phone Manager Pro User (x1)
License	51303114	Mitel Phone Manager In-house System
License	51303115	Mitel Phone Manager Demo Kit
License	51303548	Mitel Phone Manager Outlook Single User
License	51303549	Mitel Phone Manager Outlook 10 User Pack

License	51303550	Mitel Phone Manager Outlook 50 User Pack
License	51303551	Mitel Phone Mgr Softphone Add-On Single
License	51303552	Mitel Phone Mgr Softphone Add-On 10 User
License	51303553	Mitel Phone Mgr Softphone Add-On 50 User
License	51304464	Mitel Phone Mgr Mobile Client User x1
License	51304465	Mitel Phone Mgr Mobile Client User x10
License	51304466	Mitel Phone Mgr Mobile Client User x50
License	51304719	Mitel Phone Manager Mobility Pack
License	51306140	MiVoice Office Call Recorder IP Ext-side, 1 Ch
License	51306141	MiVoice Office Call Recorder PCI - 30 Ch or less
License	51306142	MiVoice Office Call Recorder PCI Upg - site wide
License	51306151	MiVoice Office Call Recorder SMB Edition, 4 Ch
License	51306179	MiVoice Office Call Recorder IP Ext-side, 10 Ch
License	51306180	MiVoice Office Call Recorder IP Ext-side, 50 Ch
License	51306181	Mitel Phone Manager EMIS Plugin (User)
License	51306182	Mitel Phone Manager EMIS Site-wide
License	51306183	EMIS RTU (Annual) 20 Users or Less
License	51306449	EMIS RTU (Annual) 21 users and above
License	51306882	MiVoice Office Call Router System Option
License	51306885	MiVoice Office External Data License
License	51307462	MiVoice Office App Suite Migra Base Pack (Int)
License	51308070	Recording Removal (30 ch or less)
License	51308071	Recording Removal (more than 30 ch)
License	52002957	MiVoice Office App Suite Base Kit 2x Mob Packs
License	52002958	MiVoice Office App Suite Migration 2x Mob Packs

Appendix-E

Parts to be discontinued at the End of Life

The following Software Assurance parts are discontinued upon respective End of Life milestone date.

SWA for MiVoice Office 250	
54004228	S/W Assurance MiVoice Office Enrolment
54004869	S/W Assurance - MiVoice Office
54005232	S/W Assurance MiVoice Office
54005233	SWA Std OLD MiVO250 over 32 user
54005682	SWA Std-Prm MiVO250 over 32user
54005911	SWA Std OLD MiVO250 up to 32 user
54005912	SWA Std-Prm MiVO250 up to 32 user
54008135	SWA Prem 1y MiVO250 over 32 user
54008136	SWA Prem 1y MiVO250 up to 32 user
54008137	SWA Prem 3y MiVO250 over 32 user
54008138	SWA Prem 3y MiVO250 up to 32 user
54008139	SWA Prem 5y MiVO250 over 32 user
54008140	SWA Prem 5y MiVO250 up to 32 user
54008141	SWA Std 3y MiVO250 over 32 user
54008142	SWA Std 3y MiVO250 up to 32 user
54008143	SWA Std 5y MiVO250 over 32 user
54008144	SWA Std 5y MiVO250 up to 32 user
54009245	SWA Std 1y MiVO250 up to 32 user
54009246	SWA Std 1y MiVO250 over 32 user
54010385	SWA Reenlist MiVoice Office
54010819	SWA Reenlist MiVO250 up to 32 user
54010820	SWA Reenlist MiVO250 over 32 user
SWA for Application Suite	
51303628	SWA Std 1yr PhMgr Out User
51306749	SWA Prem 1y MiVO Apps Suite
51306750	SWA Prem 3y MiVO Apps Suite

51306751	SWA Prem 5y MiVO Apps Suite
51306752	SWA Std 3y MiVO Apps Suite
51306753	SWA Std 5y MiVO Apps Suite
51306754	SWA Prem 1y MiVO CR User
51306755	SWA Prem 1y MiVO CR w/8 usr
51306756	SWA Prem 3y MiVO CR User
51306757	SWA Prem 3y MiVO CR w/8 usr
51306758	SWA Prem 5y MiVO CR User
51306759	SWA Prem 5y MiVO CR w/8 usr
51306760	SWA Std 3y MiVO CR User
51306761	SWA Std 3y MiVO CR w/8 usr
51306762	SWA Std 5y MiVO CR User
51306763	SWA Std 5y MiVO CR w/8 usr
51306764	SWA Prem 1y PhMgr Pro/Team
51306765	SWA Prem 3y PhMgr Pro/Team
51306766	SWA Prem 5y PhMgr Pro/Team
51306767	SWA Std 3y PhMgr Pro/Team
51306768	SWA Std 5y PhMgr Pro/Team
51306769	SWA Prem 1y CampaignMgr User
51306771	SWA Prem 3y CampaignMgr User
51306773	SWA Prem 5y CampaignMgr User
51306775	SWA Std 3y CampaignMgr User
51306777	SWA Std 5y CampaignMgr User
51306930	SWA Std 1y MiVO Apps Suite
51306172	SWA Std 1yr PhMgr Pro/Team
51306174	SWA Std 1yr MiVO CR up to 8 licenses
51306177	SWA Std 1yr MiVO CR User
Technical Training – Installation and Maintenance Courses	
53002791	MiVO 250 I+M Leader-Led (will be available in self-study format at no charge)
53003087	MiVO 250 I+M Remote Leader-Led (will be available in self-study format at no charge)

53003643	MiVO App Suite Base I+M Self-study
53004162	MiVO 250 Apps Suite CRep I+M SS
Technical Training – End User Courses	
53002790	MVO 250 Sys Admin Self Study
53003644	MiVO App Suite Base System Admin Self-study
53003825	MiVO 250 Apps Suite Call Recorder System Admin Self-Study
53004161	MiVO 250 Apps Suite Call Reporter System Admin Self-Study
53003647	MiVO 250 Mitel Phone Manager Outbound (formally Campaign Manager) System Administration Self-Study

Appendix-F

Parts to be discontinued immediately at the announcement.

The following extended warranty parts are discontinued immediately.

Extended warranty	
50006122EW60	EXT WAR 8528 Telephone NA
50006123EW60	EXT WAR 8568 Telephone NA
580.1001EW60	EXT WAR ITDE-5200 DIG EXP INTERFACE
580.1003EW60	EXT WAR TEN ASSEMBLY HX CONTROLLER
580.2020EW60	EXT WAR INTER-TEL EXAPANSION CARD
580.2100EW60	EXT WAR SLM CS-5200
580.2101EW60	EXT WAR SNGL LINE MODULE (SLM-8) DEI
580.2200EW60	EXT WAR DIG EP MODULE (DEM-16)
580.2202EW60	EXT WAR MT5000 DDM-16db CCA for HX
580.2304EW60	EXT WAR QUAD LOOPSTART TRNK MD LSM4
580.2702EW60	EXT WAR PCBA DUAL T1/E1/PRI
580.3000EW60	EXT WAR MT5000 HX Processor Module (HPM)

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Prepared for:
South Whitehall Township

Prepared by:
Dave Turek

State Contract and Migration

South Whitehall Township

Quote # dt100000233
Version 1

Monday, January 29, 2024

South Whitehall Township
Thomas Petrucci
4444 Walbert Ave
Allentown, PA 18104
petruccit@southwhitehall.com

Dear Thomas,

This Proposal is based upon Conversation and Request of the Owner for a Up-Dated Proposal for the Mitel MiVB SVI Software IP Platform, Software and overall Installation. This Proposal is also based upon the State of Penna PBX // Small Key Contract Master Contract #6100041793 and E.T.T.Contract #4400017875 Valid now until March 2025!

This Proposal will allow for not only State Contract Pricing but also the Migration path forward from Mitel. As per our last site survey and visit this Application will be Virtual and deployed on your respective server(s). Additionally all of you current IP Telephones will be re-used to enhance the Return-On-Investment from the 2012 purchase. The Promotion rules state the account must be in current Software Assurance and moving forward enable for Three (3) additional years. Some of the needed licensing will be discounted as per the Application and others will not so the same Part Number may appear more than once.

On behalf of the entire ET&T team, we thank you for this opportunity to earn your business and genuinely look forward to
ing together!



Dave Turek
Vice President
ET&T

Hardware

Product Details	Qty	Price	Ext. Price
Mitel MiVoice Business SVI Software Bundle This Software Bundle Includes; but not limited to. Mitel MiVoice Business Software, MiCollab Base Software, Mitel Border Gateway or MBG Qty-1, also included is Thirty (30) SiP Trunks, Thirty (30) Compression License(s), Thirty (30) SRC License(s), and Twenty (20) Voice Mail Box(s). The Server Requirements are as follows, Four (4) vCPU's, 200Gb of Disk space, and 16GiG of memory.	1	\$2,485.00	\$2,485.00
Mitel UCC v4.0 Entry User License For MiVoice Business MiCollab (Promo) MiCollab License(s) Entry (Internal) for most users this does not allow for Mobility, the Ten (10) Standard License(s) includes Mobility on the Smartphone as well as what is included in the Entry License. Each MiCollab License Includes IP License, Respective MiCollab License, Normal Entry Price is @\$235.00/Ea. Normal Standard Price is @\$340.00/Ea.	85	\$155.00	\$13,175.00
Mitel UCC v4.0 Standard User License For MiVoice Business MiCollab (Mobility) (Promo) MiCollab License(s) Entry (Internal) for most users this does not allow for Mobility, the Ten (10) Standard License(s) includes Mobility on the Smartphone as well as what is included in the Entry License. Each MiCollab License Includes IP License, Respective MiCollab License, Normal Entry Price is @\$235.00/Ea. Normal Standard Price is @\$340.00/Ea.	10	\$215.00	\$2,150.00
Mitel MiVoice Business Mailbox License (Promo) Promo allows Discount of the above Quantity, Normal cost of a License is @\$45.50/Ea.	35	\$28.66	\$1,003.10
Mitel MiVoice Business Mailbox License Mailbox License(s) required for Users, Mailbox only Option Re; Officers, Auto-Attendant Greetings etc. Some priced per Promo others did not qualify.	65	\$45.50	\$2,957.50
Mitel Border Gateway MBG Second Border (Virtual) Gateway is required for the MiCollab Application. The Software in the base bundle will be used for the SiP Trunks.	1	\$275.00	\$275.00

Hardware

Product Details	Qty	Price	Ext. Price
Mitel Software Assurance MiCollab Entry Software Three (3) Year	85	\$50.22	\$4,268.70
Mitel Software Assurance MiCollab Standard Software Three (3) Year	10	\$75.34	\$753.40
Mitel Software Assurance MiVoice Business SVI Bundle Three (3) Year	1	\$669.00	\$669.00
Three (3) Years of Software Assurance is Required as part of the Migration Promotion!			
Miscellaneous Hardware Re; Patch Cords, Jacks, Etc	1	\$250.00	\$250.00
Subtotal:			\$27,986.70

Professional Services

Product Details	Qty	Total Price
Labor for State Project	200	\$22,000.00
Labor this project Includes Programming Meetings, Design criteria on the Network with Township MSP provider SSI, Programming of the Platform (SVI Bundle), Deployment of the Mitel MiCollab Application and SiP Trunking change from Digital T-1w/Pri to SiP Trunks. Re-Activation on all IP Telephones, Training Sessions, Activation and Testing of all functions and features.		
Site Visit Charge - One (1) allowed for every Eight (8) Hours.	25	\$2,375.00
Subtotal:		\$24,375.00

South Whitehall Township

**Prepared by:****ET&T**Dave Turek
6104331000
dturek@et-t.com**Prepared for:****South Whitehall Township**4444 Walbert Ave
Allentown, PA 18104
Thomas Petrucci
(610) 663-2328
petruccit@southwhitehall.com**Quote Information:****Quote #: dt100000233**Version: 1
Delivery Date: 01/29/2024
Expiration Date: 06/28/2024

Quote Summary

Description

Hardware

Professional Services

Total:**\$52,361.70**

Acceptance and Incorporation by Reference

This Order together with the Master Services Agreement and Service Attachments and other terms and conditions identified on Exhibit A, all of which are incorporated herein by reference (collectively, the "Agreement") is between ET&T (sometimes referred to as "we," "us," "our," or "Provider"), and the customer found on the signature block at the end of this Order (sometimes referred to as "you," "your," or "Client"). This Agreement is effective as of the date both parties have signed below (the "Effective Date"). Both Provider and Client are sometimes referred to individually as a "Party", or together as the "Parties". Any capitalized terms in this Order not directly defined are referred to in the applicable document identified on Exhibit A of this Order. If there is a conflict between this Order, the Master Services Agreement, any Service Attachment, or Exhibit, this Order will control.

By signing or accepting this Order, Client acknowledges, represents, and warrants that it has read and agrees to the terms and conditions identified on Exhibit A to this Order which are incorporated as if fully set forth herein.

The parties hereby agree that electronic signatures to this Order shall be relied upon and will bind them to the obligations stated herein. Each party hereby warrants and represents that it has the express authority to execute this Agreement(s). This Order supersedes all prior negotiations, proposals, orders, agreements and communications between the parties regarding Provider's Services.

Provider may make changes to the Agreement at any time. If there are changes, Provider will revise the date at the top of the document. Provider may or may not provide Client with additional notice regarding such changes. Client should review the terms and conditions regularly. Unless otherwise noted, the amended terms and conditions will be effective immediately, and your continued use of the Services thereafter constitute your acceptance of the changes. If you do not agree to the amended terms and conditions, you must stop using the Services immediately. Please note, you may incur a termination fee or other third-party fees, if applicable.

The parties, acting through their authorized officers, hereby execute this Agreement.

ET&T

South Whitehall Township

Signature:



Name:

Dave Turek

Title:

Vice President

Date:

01/29/2024

Signature:

Name:

Thomas Petrucci

Date:

Exhibit A

General terms and conditions applicable to all Provider products and services.

Master Services Agreement

Core managed services including monitoring, remote management, and help-desk.

Services Attachment for Managed Services

Data security and privacy agreement including statutorily required terms.

Data Processing Agreement

Targeted response times by tier of severity.

Service Level Objectives

Description of managed services offered by Provider.

Schedule of Services

Notice of third-party services and waiver of claims.

Schedule of Third-Party Services

Managed Unified communication services including voice over IP.

Service Attachment for VOIP

Video surveillance and physical access control services.

Schedule of Third-Party Services

Consulting and advising regarding regulatory and legal compliance.

Service Attachment for Managed Compliance



OUR SERVICE GUARANTEE

You, the customer, are our greatest asset. We pledge to deliver **OUR BRAND** of 'WOW' service.

First, we promise a **15 minute service request** acknowledgment or the next service call up to \$500 is on us.

Then, if we have not met or exceeded your expectations and provided you with 'WOW' service, we will give you **one additional year of warranty FREE** of charge.

2360 Avenue A Bethlehem, PA 18017

(610)-433-1000 | www.et-t.com

MiVoice Business Solution Virtual Instance

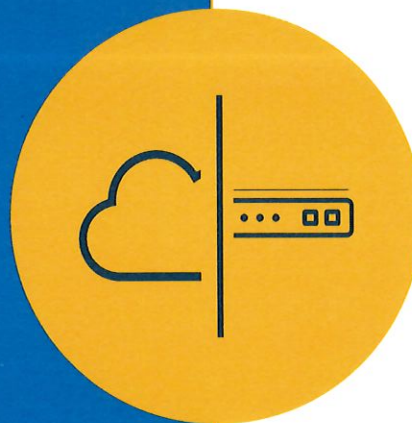


ALL-IN-ONE

Unified Communications & Collaboration Solution
for Small and Medium Businesses

KEY FEATURES

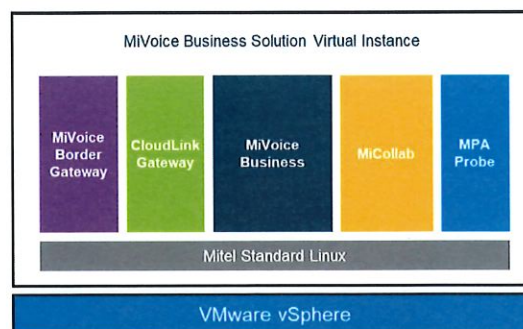
- Supports up to 500 users on a single virtual machine
- All MiVoice Business calling and voicemail features
- Includes MiCollab for 1:1 and group chat messaging, video meetings, document and desktop sharing, with optional Microsoft Teams integration
- Integrated MiVoice Border Gateway for functions such as SIP Trunking and Teleworkers
- Integrated CloudLink Gateway for Administration and Auto-Attendant
- Integrated probe for Mitel Performance Analytics
- Powerful and future-ready for investment protection



Powerful, yet simple to deploy, operate, and maintain

MiVoice Business Solution Virtual Instance (or SVI) is a deployment option that addresses the main concerns that small and medium sized businesses have – cost and complexity. By being able to deploy all your critical unified communications and collaboration capabilities on a single virtual machine (VM), you dramatically reduce the cost and complexity of the overall solution.

Compared to deploying MiVoice Business, MiCollab, and the MiVoice Border Gateway on separate virtual machines (VMs), MiVoice Business SVI offers a much lower Total Cost of Ownership (TCO) for businesses that value simplicity over cost and complexity.



Enterprise-level features for small and medium businesses

MiVoice Business SVI is the perfect solution for businesses with up to 500 users as well as MiVoice Office 250 and MiVoice Connect customers who want enterprise-level features in an SMB package.

All-in-One Solution

MiVoice Business SVI comes on a single OVA file that is installed on one virtual machine that includes:

- *MiVoice Business communications platform software application*
- *MiCollab softphone, messaging, video meetings, and collaboration application*
- *MiVoice Border Gateway (MBG) for functions such as SIP Trunking and Teleworker*
- *Integrated CloudLink Gateway for Administration and Auto-Attendant*
- *Integrated probe for Mitel Performance Analytics (MPA)*

Your Business Communications, Your Way

Unified Communications & Collaboration (UC&C) applications are pre-installed and can be activated at any time as required, delivering a truly “all-in-one” solution.

Optional applications like MiContact Center Business, Mitel Interaction Recording and Mitel Revolution can also be integrated with MiVoice Business SVI with ease.

Integrate industry-specific applications like those for hospitality, healthcare, financial services, retail, government, education, and more with MiVoice Business SVI to customize your business communications workflows and industry use cases.

Deployment Flexibility

MiVoice Business SVI gives you the power to operate your unified communications and collaboration system with flexibility, ease, and reliability on your choice of hardware platform:

On-Premises

- On a virtual server running the VMware® vSphere™ virtualization platform on your company premises.

Private Cloud

- On a virtual server running the VMware® vSphere™ virtualization platform in your corporate private cloud data center.

Public Cloud

- MiVoice Business SVI will be supported on Microsoft Azure™ and Amazon Web Services (AWS) EC2™ public cloud in your dedicated instance.

With a choice of deployment models (distributed, centralized, private and public cloud) as your IT strategy shifts, so too can your communications strategy.

Resource Requirements

MiVoice Business SVI can be configured as either a 250 user or 500 user configuration. The estimated vCPU, Storage, and Memory requirements for the 250 and 500 user configurations are provided in the table below:

Resource	250 User	500 User
vCPU	4 GB	6 GB
Storage	100 GB	180 GB
Memory	10 GB	12 GB

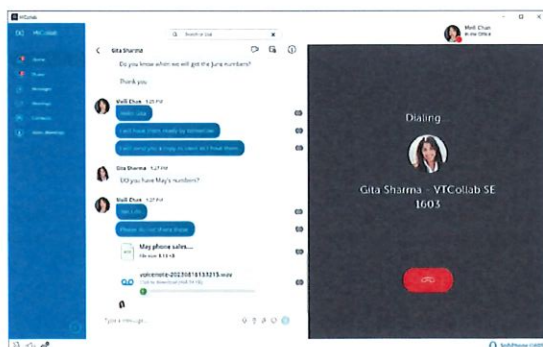
MiCollab

MiVoice Business SVI includes MiCollab which was built from the ground up with mobility and simplicity for small and medium businesses in mind. It features a modern design that is intuitive to use with streamlined workflows that deliver a consistent user experience for every employee.

Unlock the productivity potential of your organization to make faster decisions, nurture great ideas, and engage customers in meaningful ways. On top of traditional voice-centric features, MiCollab delivers:

- *Chat Messaging*
- *Presence*
- *Softphone*
- *CTI Control*
- *Call History*
- *Call hold/transfer*
- *Click-to-Dial*
- *Three party conference*
- *Message Waiting Indication (MWI)*
- *Contacts Directory*
- *Mobile client for iPhones and Android Phones*
- *Desktop Web Client on Windows and Mac*

Video meetings including screen and document sharing, O365 calendar integration, audio and video recording, and audio dial-in.



Devices

Selecting the right device ensures workstations are tailored to the relevant employees and their area of responsibility.

MiVoice Business SVI supports the full range of Mitel's IP, SIP, and DECT devices; from simple analog phone sets to highly sophisticated models that have been specially developed by Mitel to make communication as convenient and straightforward as possible.



Mitel 6940 IP Phone



Mitel 722 DECT Phone

Why MiVoice Business SVI?

Faster Deployment

- Since MiVoice Business SVI uses a single OVA file installed on a single VM, it's much faster to deploy than multi-VM deployments.

Reduced Resource Requirements

- MiVoice Business SVI requires less vCPU, Storage, and Memory thereby reducing overall infrastructure costs by 30% - 45%.

Streamlined Administration & Maintenance

- Since MiVoice Business SVI runs on only one VM compared to three, your VM maintenance and administration costs are reduced by a factor of 3.

Packaged Licensing

- The MiVoice Business SVI base pack includes all the communication licenses you need to get you started at a fraction of the cost.

MiVoice Business Solution Virtual Instance (“SVI”)



MiVoice Business Solution Virtual Instance (SVI) Product Details



MiVoice

Business

SOLUTION

VIRTUAL

INSTANCE



Fully featured, minimal cost and complexity

A single virtual appliance with:

- Telephony (Hot Desking, IP Phones, Softphone, Teleworker, ...)
- Unified Messaging/Voicemail
- Chat, video conferencing, screen sharing, file sharing
- Intelligent Auto-Attendant
- Performance Analytics interface
- SIP trunking connection
- WebRTC voice and video calling
- Secure remote access to various services
- Up to 500 users



What is MiVoice Business Solution Virtual Instance?

A single virtual appliance containing:

- Mitel Standard Linux
- MiVoice Business
- MiCollab
- MiVoice Border Gateway
- CloudLink Gateway
- Mitel Performance Analytics (MPA) probe

One OVA file installed on a single virtual machine for minimal cost and complexity

CloudLink Gateway enables Administration for MiVoice Business for Moves/Adds/Changes (MACs) and Voice Assist for Auto-Attendant

Up to 500 users



*Note: support for Nutanix and for public cloud (Azure & AWS) deployments will be in a future release

Simplest, most cost-effective deployment option for the MiVoice Business Solution



Deployment

Platform resources are defined for two capacity configurations:

- 250 users with an average of 3 devices each to a maximum of 700 endpoints
- 500 users with a maximum of 5600 endpoints

The product is delivered as a single OVA file that includes:

- Mitel Standard Linux
- MiVoice Business
- MiVoice Border Gateway
- MiCollab (not including NuPoint or AWW)

The MSL Blades panel is used to also install:

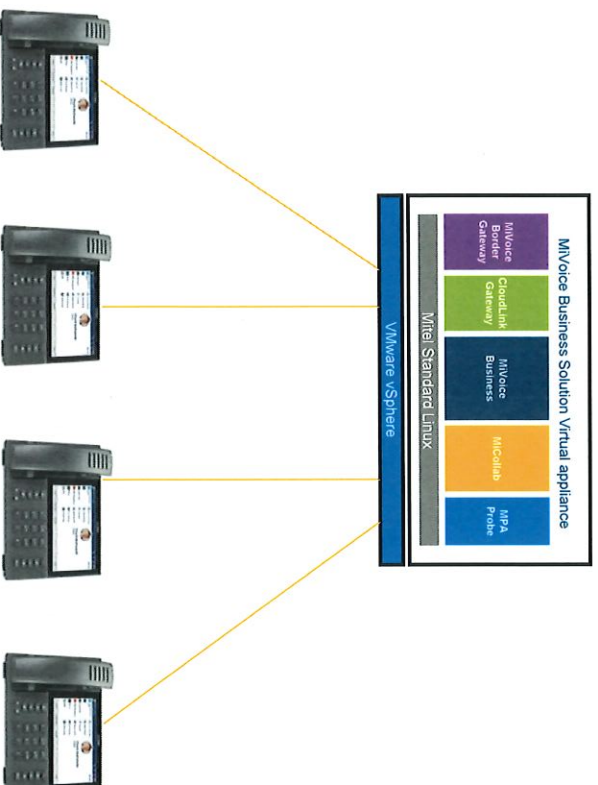
- CloudLink Gateway
- MPA Probe

Predicted Resource Requirements:

Application	Capacity	vCPU	Disk (GB)	Memory (GB)
MiVB Solution Virtual Instance	250 users	4	100	10
MiVB Solution Virtual Instance	500 users	6	180	12



Network Deployment



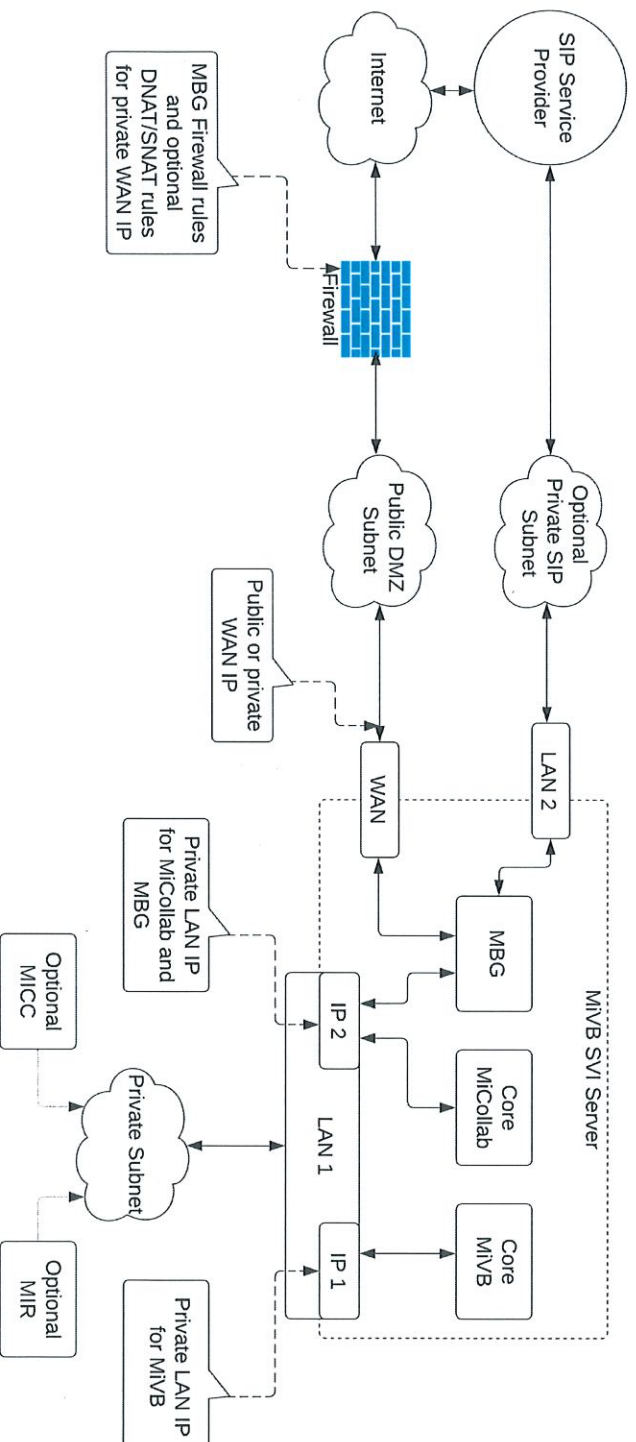
The MiVB Solution Virtual Instance would typically be deployed in a datacenter running on VMware.

Services up to 250 or 500 users, depending on configuration.



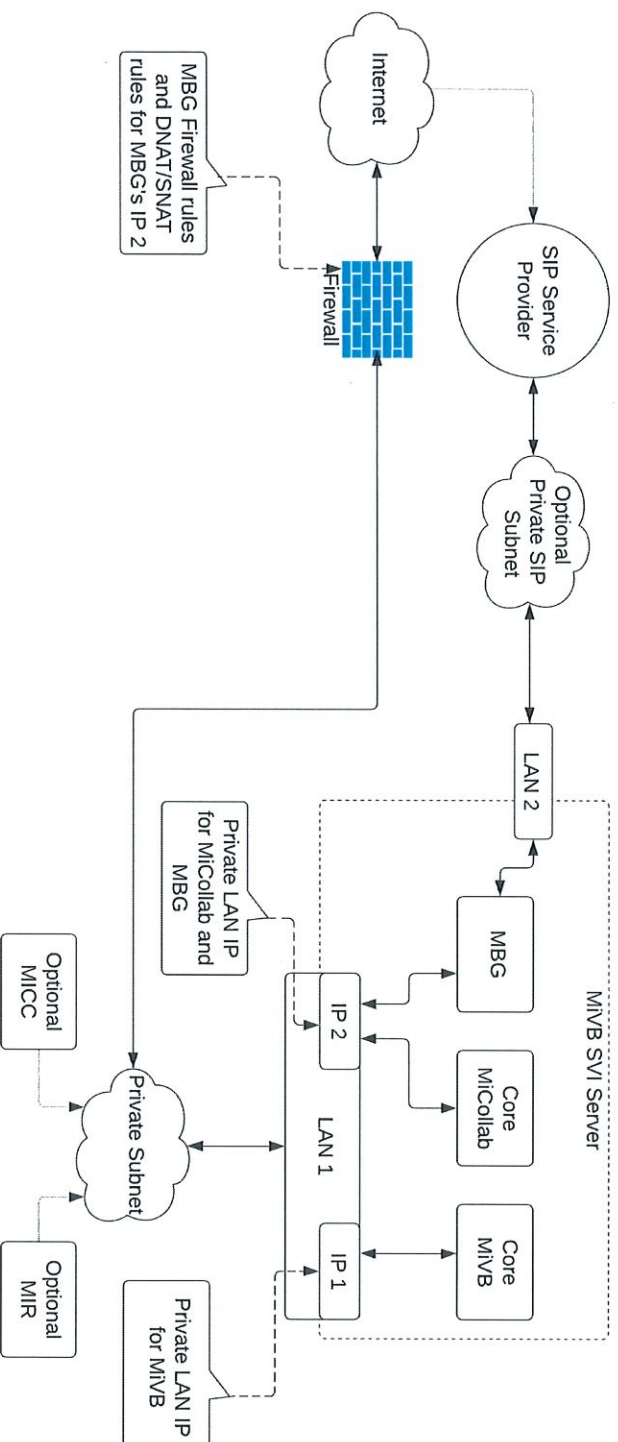
Deployment Topology – Server Gateway mode

Server Gateway Deployment



Deployment Topology - Server Only Deployed in DMZ

Server DMZ Deployment



Why MiVoice Business Solution **NOW**

1

Ensure Service Continuity

- Looming end of support dates for MiVoice Office 250 and MiVoice Connect put your organization at risk
- Easier & faster than switching vendors
- Start now to ensure service continuity and a smoother upgrade experience



2

Enterprise Value, Affordably Priced

- License-for-license upgrade offers
- Secure, flagship solution priced for small and medium businesses
- Choice of license & deployment models



3

Upgraded Features & Integrations

- Modernize from digital to IP phones (plus Wi-Fi)
- Integrate with business apps like Teams, Salesforce, NetSuite and more



South Whitehall Township - MiVoice Configuration and VMware Update

Quote # Q-016581

Proposal

PREPARED FOR

South Whitehall Township

Rob Fehnel

PROPOSAL ISSUED

02/09/2024

Version

Version 1

Friday, February 09, 2024

South Whitehall Township
Rob Fehnel
4444 Walbert Ave
Allentown, PA 18104
fehnelr@southwhitehall.com

Dear Rob,

For over 30 years we have been committed to staying ahead of the technology curve by researching, developing, and delivering technology solutions to assist our clients in achieving their business objectives. We believe the services and support provided by SSI serve a greater function than simply keeping IT operational. We pair our expert team of consultants with customized technology services to extend your capabilities and ensure your business operates at peak performance 24/7.

Our solutions cover the entire IT spectrum from routine user support, cloud infrastructure, to complex regulatory compliance cybersecurity advisory engagements, which are all backed by our commitment to expert, personable service.

Regardless of whether you choose to leave all aspects of IT to SSI, solve IT together with us or use our team to augment a specific function, our client first approach will drive value, innovation, and integrity, ensuring we deliver on your objectives.

I would like to thank you for your consideration of our proposal; we are confident that our solutions and approach will be a great fit for your organization.

Kind Regards,

Matthew Digiacomo
Account Manager
SSI

Executive Summary & Project Objectives

Project Overview

South Whitehall Township hereinafter referred to as "Client" has engaged Systems Solution, Inc to configure and setup MiVoice and upgrade VMware. SSI will procure, configure, install, and test all equipment relative to this project from inception to completion. This project will consist of 5 phase(s), which are outlined below in detail.

Location of Services

Location	Street Address	City	State
Systems Solution, Inc.	1255 Drummers Lane	Wayne	Pennsylvania
South Whitehall Township	4444 Walbert Ave	Allentown	Pennsylvania

Estimated Timeline

SSI estimates the project timeline to be 2 weeks once this project agreement is initiated.

Project Phases & Objectives

General Information & Project Timeline

This is a Statement of Work (SOW) between Systems Solution, Inc. and "Client". The objective of this project is to complete the following services outlined in section below.

Phase Details
Phase 1 - Planning
Phase 2 - Vlan Configuration and Setup
Phase 3 - Virtual Machine
Phase 4 - VCenter upgrade
Phase 5 - Closure

In-Scope Project Objectives

The following are the key high-level objectives SSI expects to achieve during the installation defined in this SOW:

- Determination if any prerequisites exist that will hinder hardware replacement efforts
- Implementation steps outlined below

Out-of-Scope Objectives

For the purposes of this proposal, the following items, and any items not explicitly listed in the aforementioned “Project Objectives” section, are considered out-of-scope:

- Any prerequisites identified in the assessment portion of the project
- Hardware not listed on this proposal
- Software not listed on this proposal
- Implementation of any services not outlined in this proposal
- Remediation of the environment
- Environment Run Book

Implementation Steps

Project Objectives & Deliverables

Project Details	Description	Acceptance By
Phase 1 - Planning		
Implementation Steps	<ul style="list-style-type: none"> • Assign internal SSI resources • Build internal project plan and step • Schedule internal kick-off planning meeting • Schedule client kick-off meeting 	Not Applicable
Phase 2 – Vlan Configuration and Setup		
Implementation Steps	<ul style="list-style-type: none"> • Create public IP and NAT it inbound to internal IP's 	Customer
Phase 3 – New Virtual Machines		
Implementation Steps	<ul style="list-style-type: none"> • Create 2 new OVA Virtual Machines <ul style="list-style-type: none"> • Linux OS 	Customer
Phase 4 –Vcenter Upgrade		
Implementation Steps	<ul style="list-style-type: none"> • Create snapshot of VM/Host • Update VMTools to highest available version • Upgrade hardware to Host • Upgrade hardware to VCenter • Upgrade VCenter to 7.0 	Customer
Phase 5 – Closure		

Implementation Steps	<ul style="list-style-type: none">• Update all internal documentation• Closeout Project	Customer
----------------------	--	----------

Risk & Assumptions

Assumptions Overview

The following limitations and assumptions listed below serve as a basis for this statement of work's scope definition. Services, tasks and deliverables not listed in this statement of work is not included in the provided services.

- SSI is not responsible for any additional licensing costs outside of the original quote
- Existing VMware license should allow for moving from 6.7 to 7.0 without additional license.
- Any out-of-scope changes or additions will require a signed Change Order
- Any approved Change Orders will pose a direct impact on timeline and cost of the engagement
- The projects Objectives & Deliverables pertain to the in-scope services listed in this project
- Out-of-Scope Objectives listed in this project are out-of-scope for this engagement
- Customer will grant full access for Systems Solution, Inc technical personnel as needed for in scope project tasks
- Customer will maintain a log or communicate infrastructure changes that pose an impact to the project
- If customer requires troubleshooting post project acceptance, they will be billed a separate hourly rate of \$225 per hour plus materials and expenses
- Customer shall provide the following to Systems Solution, Inc personnel:
 - An acceptable and adequate work environment, including space for work and equipment for performance of the Services
 - Access to and use of Customer's facilities and relevant information, including all necessary software, hardware, and documentation (If applicable)
 - Timely assistance in the correction of any hardware or software problems that would affect the performance of the project
- For this Fixed Price Engagement, the following will be followed:
 - Project billable rate of \$225 per hour
 - Two Billable Phases
 - Project will be billed 50% upon customer signature
 - Project will be billed 50% upon project closure
 - Change Orders will be utilized in the event of any scope adds or changes, and may result in an additional billing phas

Recurring Items

Description	Recurring	Qty	Ext. Recurring
StreamlineIT Server Management - 24x7 Remote system monitoring - 24x7 Management & support - Remote support access - Critical & security patch management - Virus & spyware protection (license included) - Asset/ license inventory management - Nightly disk cleanup & cache removal	\$136.30	2	\$272.60

Recurring Subtotal: **\$272.60**

Labor/Costs

Description	Price	Qty	Ext. Price
Project Management Hours			
Project Governance to include manage day to day activities of the project, onsite dispatch visits, hardware ordering, scheduling, configuration of equipment, communication with the client and ensuring testing and validation is complete prior to closure	\$175.00	2	\$350.00
Project Engineering Hours			
Project Engineering	\$225.00	10	\$2,250.00

Subtotal: **\$2,600.00**

South Whitehall Township - MiVoice Configuration and VMware Update

Prepared by:	Prepared for:	Proposal Information:
Systems Solution, Inc. (SSI)	South Whitehall Township	Quote #: Q-016581
1255 Drummer Lane, Suite 100	4444 Walbert Ave	Version: 1
Wayne, PA 19087	Allentown, PA 18104	Delivered: 02/09/2024
Matthew Digiacoia	Rob Fehnel	Expires: 03/07/2024
matthew.digiacoia@meriplex.com	fehnelr@southwhitehall.com	
610-272-4884	(610) 398-0401	

Proposal Summary

Description	Amount
Labor/Costs	\$2,600.00
Total:	\$2,600.00

Recurring Services Summary

Description	Amount
Recurring Items	\$272.60
Recurring Total:	\$272.60

Taxes, shipping, handling and other fees may apply. Travel and related expenses will be documented and billed as incurred. We reserve the right to cancel orders arising from pricing or other errors.

Your e-signature on this proposal indicates acceptance of our Master Services Agreement (MSA).

Signature

Date



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BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: February 21, 2024

SUBMITTED BY: Tracy Fehnel, Administration

ITEM TYPE: Correspondence/Informational

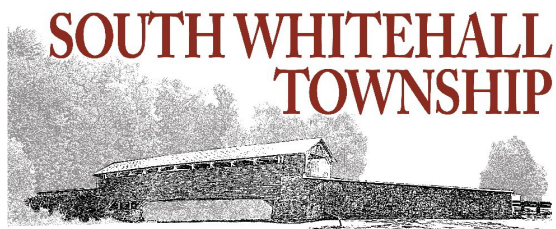
AGENDA SECTION: CORRESPONDENCE AND INFORMATION ITEMS

SUBJECT: Boards and Commissions - Informational Items / Vacancies.

SUGGESTED ACTION:

- *Interviews for Vacancies - March 13, 2024, 6:00 p.m.*

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



UPCOMING MEETINGS AND CURRENT VACANCIES

UPCOMING MEETINGS/EVENTS: Details posted on website.

- Monday, February 26th, 10A – Landscape & Shade Tree Commission
- Wednesday, February 28th, 7P – Zoning Hearing Board
- Monday, March 4th, 7P – Public Safety Commission
- Wednesday, March 6th, 7P – Board of Commissioners Meeting
- Wednesday, March 13th, 6P – Interviews for Current Board Vacancies

CURRENT VACANCIES ON BOARDS/COMMISSIONS:

1. Civil Service Commission – 2 Alternate Vacancies
2. Environmental Advisory Council – 7 Vacancies
3. Landscape Shade Tree Commission - 1 Vacancy
4. Zoning Hearing Board - 3 Alternate Vacancies



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BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: February 21, 2024

SUBMITTED BY: Tracy Fehnel, Police

ITEM TYPE: Correspondence/Informational

AGENDA SECTION: CORRESPONDENCE AND INFORMATION ITEMS

SUBJECT: Civil Service Commission - 2023 Annual Report (FYI).

SUGGESTED ACTION:

ATTACHMENTS:
[2023 Civil Service Commission Annual Report.pdf](#)

South Whitehall Township Civil Service Commission 2023 Annual Report to the Board of Commissioners

Commission Members:

Vincent Quinn – Chairman, CSC
Phillip Ingram – Vice Chairman, CSC Member
Shoukat Mughal, CSC Member
CSC Alternate Member – Adeel Ahmad (Alternate)
CSC Alternate Member - Open

Article II, section 13 requires that the Commission submit an annual report to the Board of Commissioners summarizing the scope of work for the previous year. The language presented in section 2.13 provides as follows:

The Commission shall make an annual report to the Board of Commissioners containing a brief summary of its work during the year. The annual report shall be available for public inspection and shall include a full accounting of any expenditures of public monies.

This report is not intended to reproduce the minutes taken at each meeting; rather it will broadly summarize the major tasks undertaken during the course of the year.

Staffing Addition

The SWT Civil Service Commission experienced the departure of the Chair, Scott Hoke, in September of 2022. Vice Chair Philip Ingram assumed the role of acting chair for the remainder of the calendar year pending reorganization in 2024. Shoukat Mughal was appointed to replace Mr. Hoke's position on the Commission. In addition, Adeel Ahmad was appointed to serve as an alternate civil service commission member in May of 2023.

The Commission currently has a remaining vacancy as an alternate member. The members of the Commission would like to thank the members of the Board of Commissioners for their diligence in filling one of the two vacancies and would encourage them to continue the search for the fifth member of the Commission.

The Commission reorganized at the start of its January 10, 2024 meeting. Vincent Quinn was elected by the Commission members to serve as the Chair, and Philip Ingram was elected to serve as the Vice Chair. It is anticipated that the above individuals will remain in these positions throughout 2024.

Approval of Testing Process & Certification of Eligibility Lists

During 2023 the Commission authorized the department to initiate the testing process for new officers on one occasion and certified the list of eligible candidates in connection with the eligibility list. The members of the Commission did want to make the Board of Commissioners

aware of the fact that the need for testing has continued to be robust as is the competition between municipalities for quality entry-level police officers.

The members of the Commission have discussed and examined the difficulties associated with the hiring process on a number of occasions. Unfortunately, the legislative structure/restrictions contained in the First Class Township Code mandate a restricted/rigorous process. The Commission explored additional options through both the current legislated process and potential changes to that process. A product of those discussions culminated in the Commission suggesting changes to the hiring process within the existing legislative structure so that the Township can effectively proceed through each eligibility list within the confines of existing law. The Commission wishes to express its thanks for the cooperation of the Board of Commissioners during this process.

Approval of the Promotional Testing Process & Certification of Eligibility Lists

In addition to the cycle for entry-level appointments, the members of the Commission approved the initiation of the promotional testing process for the ranks of Sergeant, Lieutenant, and Captain in 2023. Those processes were also completed in 2023 as well.

Meeting Dates for 2024

At its meeting in November of 2023, the members of the Commission approved the meeting dates for 2024. We have settled on the Wednesday before the Board of Commissioners meeting. The dates are presented below:

- January 10, 2024
- February 14, 2024
- March 13, 2024
- April 10, 2024
- May 8, 2024
- June 12, 2024
- July 10, 2024
- August 14, 2024
- September 11, 2024
- October 9, 2024
- November 13, 2024
- December 11, 2024



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BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: February 21, 2024

SUBMITTED BY: Tracy Fehnel, Community Development

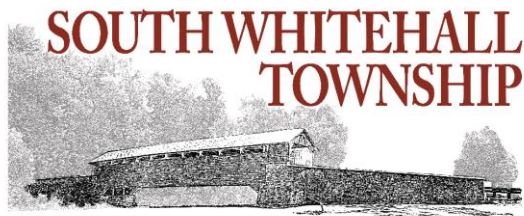
ITEM TYPE: Correspondence/Informational

AGENDA SECTION: CORRESPONDENCE AND INFORMATION ITEMS

SUBJECT: Planning Commission - 2023 Annual Report (FYI)

SUGGESTED ACTION:

ATTACHMENTS:
[2023 BOC Memo PC Annual Report.pdf](#)
[2023 PC Annual Report FINAL DRAFT.pdf](#)



MEMORANDUM FOR AGENDA ITEMS

TO:	Board of Commissioners
FROM:	Planning Commission
DATE:	February 16, 2024
SUBJECT:	Planning Commission Annual Report For 2023
COPY TO:	T. Petrucci, D. Manhardt, L. Harrier, H. Bender, M. Elias, J. Zator, Esq., J. Alderfer, Esq., A. Tallarida, S. Pidcock

- **Background Information:**

The South Whitehall Township Planning Commission is pleased to present their 2023 Annual Report. This report has been prepared by the Planning Commission pursuant to Section 207 of the Pennsylvania Municipal Planning Code.

- **Action Requested:**

None

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

Not applicable.

- **Attachments:**

2023 Planning Commission Annual Report

PLANNING COMMISSION MEMBERS

David Wilson, *Chairman*

Brian Hite, *Vice-Chairman*

Timothy Dugan, *Secretary*

Trevor Dombach

Todd Fahringer (*from August 17*)

Andrew Flagg (*to June 30*)

Diane E. Kelly

Mark Leuthe

Gregg R. Adams, *Planner*

Jennifer Alderfer, *Board Solicitor*

Lisa Pereira, *Conflict Board Solicitor*

Anthony F. Tallarida, *Board Engineer*

David Tettermer, *Conflict Board Engineer*

Section 207 MPC

"The commission shall keep a full record of its business and shall annually make a written report by March 1 of each year of its activities to the governing body"

Roles and Responsibilities

To evaluate and make recommendations on matters related to:

Land Development

Subdivisions

Zoning Ordinance Text Changes

Zoning Map Amendments

Rezoning Requests

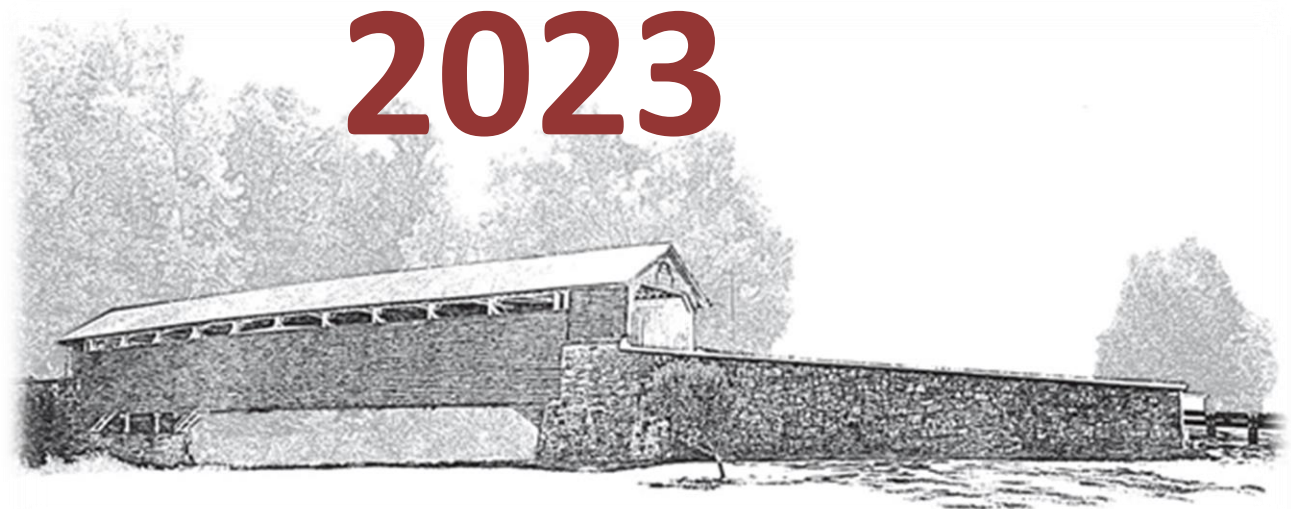
SALDO Amendments

Comprehensive Plan Revisions

Official Map Amendments

Conditional Use Requests

South Whitehall Township, Pennsylvania PLANNING COMMISSION ANNUAL REPORT FOR



The South Whitehall Township Planning Commission is pleased to present their 2023 Annual Report. This report has been prepared by the Planning Commission pursuant to Section 207 of the Pennsylvania Municipal Planning Code.

The South Whitehall Township Planning Commission is a seven-member Board, comprised of Township residents, all appointed by the South Whitehall Township Board of Commissioners. The Planning Commission generally meets the third Thursday of each month to conduct public business.

A. Activity Overview

In 2023, the South Whitehall Township Planning Commission conducted eight regular meetings. The Planning Commission reviewed:

- Eight Major Plans
- Two Minor Plan
- One Conditional Use
- Four Zoning Ordinance Amendments

The Planning Commission also decided to change their meeting dates from the third Thursday of the month to the second Thursday of the month, and change the meeting time from 7:30 p.m. to 7:00 p.m., starting January 1, 2024

B. 2023 Comprehensive Plan Update

The Comprehensive Plan was adopted by the Board of Commissioners on March 15, 2023

C. Planning Commission 2023 Goals and Aspirations Progress Report

- ***Completed the Comprehensive Plan Update***
- Under direction of the BOC begin implementing prioritized actions as described in the Implementation Plan of the Comprehensive Plan.
 - Start the Official Map Update
 - Start the Zoning Ordinance Update
- ***The Board of Commissioners has yet to direct Comprehensive Plan implementations to the Planning Commission***
- Continue to Update the Sidewalk Inventory and Make Available to the Planning Commission: ***The Sidewalk Inventory was made available to the Planning Commission in March, 2023***
- Continue Educational Outreach to the Community: ***The Township hosted an Open House in December attracting over 30 residents interested learning more about the Township functions, including planning and zoning***
- Continue ongoing Planning Commission member education: ***The Township has made a number of individual training opportunities available to Planning Commission members***

D. Planning Commission 2024 Goals and Aspirations

- Continue Educational Outreach to the Community
- Continue ongoing Planning Commission member education
- Increase involvement, both individually and collectively, in the Comprehensive Plan Implementation process
- Receive periodic updates from staff on the Comprehensive Plan Implementation process

E. Planning Commission 2023 Meeting Review

Thursday, January 19, 2023									
Project #	Project Name	Plan Type	Disposition Action	Approval Conditions	SALDO Waivers Recommended		SALDO Deferrals Recommended	Lots Created (Residential)	Square Foot (Non-Res)
2022-107	Montar Group LLC Self-Storage Facility	Preliminary/ Final	Recommended Taking The Plan Under Advisement Unanimously		4	312-12(b)(19)			
						312-12(b)(20)			
						312-12(b)(21)			
						312-12(b)(36)			
2022-601	4741 Chapmans Road Flex Warehouse 2022	Conditional Use	Recommended Taking The Plan Under Advisement Unanimously						
2022-502	Residential Impervious Surface Zoning Ordinance Amendment	Zoning Ordinance Amendment	Recommended Taking The Amendment Under Advisement Unanimously						
2022-503	Requirement for Planning Commission Review of Special Exception Appeals	Zoning Ordinance Amendment	Recommended Approval of Amendment Unanimously						

Thursday, February 16, 2023

Project #	Project Name	Plan Type	Disposition Action	Approval Conditions	SALDO Waivers Recommended		SALDO Deferrals Recommended	Lots Created (Residential)	Square Foot (Commercial)
2023-101	Dorney Park Project 2024	Preliminary/ Final	Recommend Approval Unanimously	15	8	312-12(b)(14)	1	312-35(b)(3)	Commercial Amusement
						312-14(b)(3)			
						312-43			
						312-13(f)(3)			
						312-12(b)(20)			
						312-12(b)(15)			
						312-12(b)(21)			
						312-12(b)(17)			
2022-108	PSD New Operations Center	Preliminary/ Final	Recommend Approval 5-0 with 1 Abstention	19	1	296-12(k)			39,295
2022-601	4741 Chapmans Road Flex Warehouse 2022	Conditional Use	Recommended Taking The Plan Under Advisement Unanimously						
2017-101	Ridge Farm Phase 1B	Final	Recommended Taking The Plan Under Advisement Unanimously						

Thursday, March 16, 2023

Project #	Project Name	Plan Type	Disposition Action	Approval Conditions	SALDO Waivers Recommended		SALDO Deferrals Recommended		Lots Created (Residential)	Square Foot (Commercial)
2022-107	Montar Group LLC Self-Storage Facility	Preliminary/ Final	Recommended Taking The Plan Under Advisement Unanimously		4	312-12(b)(19)	2	312-26(a)(3)		112,800
						312-12(b)(20)				
						312-12(b)(21)		312-35(b)(3)(B)(i)		
						312-12(b)(36)				
2022-601	4741 Chapmans Road Flex Warehouse 2022	Conditional Use	Recommended Approval Unanimously	1						
2022-502	Residential Impervious Surface Zoning Ordinance Amendment	Zoning Ordinance Amendment	Recommended Approval 5-1							
2023-501	Section 350-42(h) Height Exceptions	Zoning Ordinance Amendment	Recommended Taking The Amendment Under Advisement Unanimously							
2022-504	Section 350-13(f) Zoning Certificate of Use	Zoning Ordinance Amendment	Recommended Taking The Amendment Under Advisement Unanimously							

Thursday, April 20, 2023

Project #	Project Name	Plan Type	Disposition Action	Approval Conditions	SALDO Waivers Recommended		SALDO Deferrals Recommended		Lots Created (Residential)	Square Foot (Commercial)
2023-501	Section 350-42(h) Height Exceptions	Zoning Ordinance Amendment	Recommended Taking The Amendment Under Advisement Unanimously							
2022-504	Section 350-13(f) Zoning Certificate of Use	Zoning Ordinance Amendment	Recommended Approval Unanimously							

Thursday, May 18, 2023

Project #	Project Name	Plan Type	Disposition Action	Approval Conditions	SALDO Waivers Recommended		SALDO Deferrals Recommended		Lots Created (Residential)	Square Foot (Commercial)
2020-107	Blue Barn Road Subdivision	Sketch	No Action							
2023-501	Section 350-42(h) Height Exceptions	Zoning Ordinance Amendment	Recommended Approval Unanimously							

Thursday, August 17, 2023

Project #	Project Name	Plan Type	Disposition Action	Approval Conditions	SALDO Waivers Recommended		SALDO Deferrals Recommended		Lots Created (Residential)	Square Foot (Commercial)
2023-201	Joseph & Haley Zimring	Preliminary/Final	Recommended Approval 6-0	8	1	312-23(b)(21)				
2023-202	1708 Hillside Line Adjustment	Preliminary/Final	Recommended Approval Unanimously	8	1	312-23(b)(19)	1	312-35(b)(3)(D)		
2020-103	1810 PA Route 309 Proposed Commercial Development	Sketch	No Action							

Thursday, September 21, 2023

Project #	Project Name	Plan Type	Disposition Action	Approval Conditions	SALDO Waivers Recommended		SALDO Deferrals Recommended		Lots Created (Residential)	Square Foot (Commercial)
2023-104	Proposed St. Paul Antiochian Orthodox Church	Sketch	No Action Taken							
2017-101	Ridge Farm Phase 1B	Final	Recommended Approval 3-2	27					60 Apartments 14 2-Units 1 SFD	
	Act 537 Plan Update		Recommended Approval Unanimously							

Thursday, November 17, 2022

Project #	Project Name	Plan Type	Disposition Action	Approval Conditions	SALDO Waivers Recommended		SALDO Deferrals Recommended		Lots Created (Residential)	Square Foot (Commercial)
2022-109	1429 Eck Road Outdoor Storage	Preliminary/ Final	Recommended Taking The Plan Under Advisement Unanimously							
2023-105	NPPC Allentown PA Facility New Municipal Water Service	Preliminary/ Final	Recommended Approval Unanimously	23	6	312-+12(b)(15)	2	312-35(b)(3)		4,400 Foot Water Main, 832 sq ft Mechanical Building
						312-12(b)(21)				
						312-412(b)(17)				
						312-12(b)914)		312-41(a)(1)(A)		
						312-12(b)(20)				
						312-12(b)(19)				



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BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: February 21, 2024

SUBMITTED BY: Tracy Fehnel,Community Development

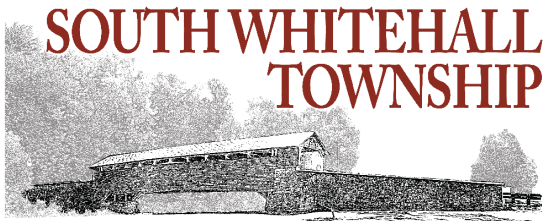
ITEM TYPE: Old Business

AGENDA SECTION: OLD BUSINESS

SUBJECT: Comprehensive Plan Implementation Update

SUGGESTED ACTION:

ATTACHMENTS:
[2024.02.16 CD DIRECTOR - BOC Memo - Comp Plan Implementation Update.pdf](#)



MEMORANDUM FOR AGENDA ITEMS

To:	Board of Commissioners
From:	David Manhardt, AICP, Director of Community Development
Date:	February 16, 2024
Subject:	Comprehensive Plan Implementation Update
Copy To:	T. Petrucci, H. Bender; G. Adams; T. Fehnel

- **Background Information:**

The South Whitehall Township Comprehensive Plan was adopted in March 2023. Included in the Comprehensive Plan were 26 Implementation Items to help “bring the vision of the Comprehensive Plan to reality”.

Since the adoption of the Comprehensive Plan, Community Development Quarterly reports have included the following Implementation Update.

Implementation Item	Status
Active Transportation (A1)	Active Transportation Safety Action Plan underway
Advisory Committee Evaluation (A2)	GAC Dissolved, EAC Ordinance for adoption
Agricultural Preservation (A3)	Finalizing Landscapes Plan
Broadband Infrastructure (B1)	tbd
Capital Improvements Plan (C1)	tbd
Energy Conservation (E1)	tbd
Hazard Mitigation (H1)	Lehigh County Plan Updates Ongoing
Historic Preservation (H2)	Finalizing Landscapes Plan, Historic Resource Inventory Underway
Housing (H3)	tbd
Infrastructure Evaluation (I1)	tbd
Landscape Preservation (L1)	Finalizing Landscapes Plan
Official Map Updates (O2)	tbd
Open Space Preservation (O1)	Finalizing Landscapes Plan
Park & Rec. Plan (P1)	Plan Adopted
Public Safety Evaluation (P2)	tbd
Reexamination Report (R2)	tbd
Regional Coordination (R1)	tbd
Resource Protection Ordinances (R3)	Finalizing Landscapes Plan
SALDO Updates (S1)	tbd
Sewer Plan (Act 537) (S2)	Update underway
Solid Waste (S3)	Plan underway
Stormwater Plan (Act 167) (S4)	LVPC working towards updates
Traffic Safety (T2)	Active Transportation Safety Action Plan underway
Transfer of Development Rights Program (T1)	tbd

Transportation Plan (T3)	Active Transportation Safety Action Plan underway
Zoning Updates (Z1)	Restructuring underway. Modeling Consultant Engaged.

Staff would like to provide more detailed updates on the following Implementation Items:

- Transportation PLAN
 - ENGAGE
 - ACTIVE
 - SAFETY
 - *CLASS*
 - *FREIGHT*
 - *TRAFFIC*
- Landscapes Plan
 - Historic Resource Inventory
- Re-Examination Report



Item Cover Page

BOARD OF COMMISSIONERS AGENDA ITEM REPORT

DATE: February 21, 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: