



Wednesday, February 7, 2024

Board of Commissioners AGENDA-MINUTES – 7:00 PM

1. CALL TO ORDER

A. Roll Call

Attendees:

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

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

Absent* **Attended Virtually ****

2. PLEDGE OF ALLEGIANCE

3. ANNOUNCEMENTS

A. All public sessions of the South Whitehall Township Board of Commissioners are electronically recorded, filed, and posted on the Township's Website for Public access.

B. Public /Virtual Meeting Rules

C. Board of Commissioners Met in Executive Session on the following dates to discuss Legal and Personnel Matters: February 7, 2024

4. COURTESY OF THE FLOOR - Public Comment on Non-Agenda Items – (2:05) NONE.

5. MINUTES

A. (2:15) January 17, 2024 – Board of Commissioners Meeting Minutes – A MOTION was made by Commissioners Roth and Hodges to approve the January 17, 2024, BOC Meeting Minutes as presented. All in favor; none opposed. Motion carried.

6. ORDINANCES

A. (2:33) For Possible Advertising - An Ordinance of the Township of South Whitehall, County of Lehigh, and Commonwealth of Pennsylvania, Amending Part I ("Administrative Legislation"), Chapter 58 ("Pensions"), Article II ("Deferred Compensation Plan") of the Codified Ordinances of South Whitehall Township to Re-Establish and Restate the Deferred Compensation Plan Amend the Plan Document in Use for said Plan; and Providing for a Repealer Clause, Severability Clause and Effective Date.

Township Manager Tom Petrucci explained that the 457 (B) Deferred Compensation Plan is a voluntary plan offered by the Township in which plan participants may make contributions that are not matched by the Township and allows for pre-tax deductions of any amount contributed into the plan, consistent with IRS regulations.

The existing 457 (B) Ordinance was first adopted on February 3, 1993, and was not subsequently updated. After receiving approval from the Board of Commissioners, the Pension/Labor Attorney was engaged for the purpose of assisting the Township with the preparation of an amended 457 (B) Plan Document that is consistent with both Township practices and all updated IRS regulations. The updated Plan Document accomplishes the following:

- a) A 457 (B) Plan Document that is specific to South Whitehall Township and not provided by an investment manager.
- b) A 457 (B) Plan Document that allows for additional investment managers to be approved by the Township as determined to be appropriate, in conjunction with the Pension Committee.
- c) A revised Ordinance (Chapter 58-14) that incorporates the new Plan Document.
- d) A 457 (B) Plan Document that provides clear and concise guidance to Township officials, plan administrators/investment managers, and plan participants (former and current employees), as applicable, on what is permitted in terms of plan administrative actions (including but not limited to plan withdrawals, plan emergency withdrawals, contribution limits, and loans, as applicable and in accordance with relevant IRS regulations, as currently in effect).
- e) A 457 (B) plan document that provides clear regulations on requirements for investment managers, including custody of records, fiduciary authority, and fees.

The Plan Document and the Ordinance was also reviewed by the Pension Committee on Wednesday, January 24, 2024, and the Pension Committee took action to recommend that the Board of Commissioners approve the Plan Document and the corresponding Ordinance.

Mr. Petrucci explained that Staff is requesting a motion to approve the advertisement of the draft Ordinance amendment to Chapter 58 ("Pensions"), Article II ("Deferred Compensation Plan") of the Codified Ordinances of South Whitehall Township (§ 58-14), to implement the revised plan document for the 457 (B) Plan.

President Kelly thanked Mr. Petrucci, Staff, and the Pension Committee for working to revise this document in order to bring it before the BOC this evening for consideration.

A MOTION was made by Commissioners Johns and Kelly to proceed with advertising of said ordinance, which was explained above by Mr. Petrucci. All in favor; none opposed. Vote 5:0. Motion carried.

B. (6:35) For Discussion Only - 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.

Township Manager Tom Petrucci explained that 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. Township Engineer did provide a summary of the findings and indicated it would be appropriate to restrict truck traffic on Ridgeview Drive from Walbert Avenue to Huckleberry Road—primary reason being that PennDOT allows you to restrict traffic when it is clear the surface of the roadway is impacted and deteriorating as a result of truck traffic, which said condition is in effect for this section of the local roadway. An ordinance is required to implement this truck traffic restriction. Therefore, draft ordinance is before Board this evening for review.

For the record, emergency traffic and local deliveries would NOT be restricted, per §33631 of the Township Code of Ordinances.

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.

The Ordinance this evening is necessary to effectuate the full truck restriction from Huckleberry to Parkland Drive, still allowing truck access from Bulldog to 309.

Township Engineer Tony Tallarida was in agreement with Mr. Petrucci's explanation as given above.

Mr. Petrucci explained that all of this stemmed from a review/on-site inspection conducted late last year by LTAP. We then took a look at a number of items along that corridor as well. This is just one piece of what Township looked at—other things looked at, intersection of Church Road and Huckleberry Road to determine if additional relocated signage would improve motorist awareness, which was recommended. Once ordinance is adopted, a bulk sign order will be placed for all the signs depicted in the Township Engineer's review.

A MOTION was made by Commissioners Hodges and Roth granting permission to send said Draft Ordinance on to Legal for review. All in favor; none opposed. Vote 5:0. Motion carried.

7. RESOLUTIONS

A. (13.55) A Resolution of the Board of Commissioners of South Whitehall Township, Lehigh County, Pennsylvania, Authorizing the Execution of an Agreement for Financial Advisory Services with PFM Financial Advisors, LLC for the Completion of a Water and Sewer Rate/Revenue Requirements Study.

Township Manager Tom Petrucci explained that Township administration is recommending that SWT conduct a Water and Sewer Rate/Revenue Requirements Study in order to accomplish the following:

1. Ensure future revenues and expenditures for the water and sewer public utility systems are adequately forecasted.
2. To establish a baseline prior to the completion of the Kline's Island Sewer System Act 537 Plan Update (and related capital improvements).
3. To ensure equitable rates are charged for both water and sewer utilities and that sufficient revenues are produced to sustain the operations and capital requirements of the system.
4. Account for the following: future capital projects, growth or decline in system customers, operations and maintenance expenses, debt service, service agreements, trends in water/sewer usage, as well as other variables that affect future rates.
5. Provide fiscal decision makers with the data and information required to access the potential future trajectory of utility rates. In this way, Township management can help the governing body to develop a long-term fiscal plan for utility planning that can be implemented effectively and that serves the best interests of the community.
6. Receive and interpret financial information to assess strategically the short- and long-term fiscal condition of the community water and sewer systems.

Mr. Petrucci said we are requesting approval from the BOC in the form of a Resolution authorizing the Township Manager to execute an Agreement for Financial Advisory Services with PFM Financial Advisors (PFM) to conduct a Water and Sewer Rate/Revenue Study for South Whitehall Township.

The total cost of this proposal is \$17,500.00, which covers both water and sewer utilities.

- Water Fund- 06431002 40313 (Engineering Services)- \$8,750.00
- Sewer Fund- 08431002 40313 (Engineering Services)- \$8,750.00

Any incidental costs would be encumbered as part of P.O. and we would endeavor to hold the consultant to the maximum cost of \$17,500. Township Manager feels it will take several months to complete.

This is not a full-cost service study; therefore, after the SWT Water and Sewer Rate/Revenue Study is done, the Township will take into consideration an option to explore changes to customer allocations, and if interested in doing so, a study would then be done by the Township Engineer. Township Manager Tom Petrucci said that we would take the initial preliminary findings and then assess if this is necessary.

Mr. Petrucci explained that there will be a PowerPoint presentation of the consultant's findings at a future Board meeting. He went on to say we want to ensure that we are charging a fair and equitable rate. Without knowing the final cost of the Kline's Island required capital improvements, which will be significant, we want to ascertain if it makes sense for us to be part of a debt service that LCA would be taking on, or do we want to incrementally try to account for paying off more principal up front. We want to run all those analyses to see what is more advantageous to the ratepayers. It is expected that we will find out the cost of the Kline's Island capital improvements project sometime this year—June/July.

A MOTION was made by Commissioners Roth and Johns to adopt said resolution authorizing the execution of an Agreement for Financial Advisory Services with PFM Financial Advisors for the completion of a Water and Sewer Rate/Revenue Requirements Study. All in favor; none opposed. Vote 5:0. Motion carried.

B. (20:35) A Resolution of the Board of Commissioners of South Whitehall Township, Lehigh County, Pennsylvania, Authorizing the Delivery of Real Estate Tax Duplicates Pursuant to Section 1712 of the First-Class Township Code.

Township Manager Tom Petrucci explained that Section 1712 of the First Class Township Code requires the Board of Commissioners to deliver a duplicate of the Township Taxes to the Township Tax Collector, together with the Board's warrant for collection of taxes. This must take place within 30 days of adoption of the budget, or within 30 days after the receipt of the assessment roll from the County, which we received said assessment roll from the County on January 22nd. We are asking the Board to approve the resolution as submitted.

A MOTION was made by Commissioners Peischl and Kelly to adopt said Resolution authorizing the delivery of Real Estate Tax Duplicates pursuant to Section 1712 of the First-Class Township Code. All in favor; none opposed. Vote 5:0. Motion carried.

C. (21:50) A Resolution of the Board of Commissioners of the Township of South Whitehall, Lehigh County, Commonwealth of Pennsylvania, Approving the Adjustment of the Actuarial Interest Rate Assumption in Effect for all South Whitehall Township Defined Benefit Pension Plans from 7.625% to 7.5%; Approving the Utilization of Five-Year Actuarial Value of Assets (Assets Smoothing) as an Asset Valuation Method; Approving these Revisions to Actuarial Assumptions for the Act 205 Valuation Report Due to be Filed with the Commonwealth of Pennsylvania on or Before March 31, 2024.

Township Manager Tom Petrucci explained that following discussion and a review of alternatives, the Pension Committee recommended during its Wednesday, October 25, 2023, meeting that South Whitehall Township adjust the interest rate assumption from 7.625% to 7.5% and to utilize asset smoothing over a five-year period for the Act 205 Valuation Report that is due to be filed with the Commonwealth of Pennsylvania on or before March 31, 2024. That would be guiding the Defined Benefit Pension Plans—Office Personnel, Public Works, and Police. Currently, the Township does not utilize asset smoothing and the plan is based on the market value of the plan assets.

Recognizing that market value gains and losses average out over time, the Township can utilize asset smoothing to manage short-term volatility in the investment markets with respect to the defined benefit pension plan impacts. Asset smoothing essentially gives the Township the option of spreading out investment gains/losses over a maximum period of five years. It is important to note that asset smoothing

balances both gains and losses equitably over a pre-determined time period (typically either three, four, or five years).

This Resolution essentially effectuates the previous action the Board took, and this is in conjunction with the recommendation set forth by the Pension Committee at its meeting held on January 24th.

President Kelly thanked Tom, Staff, and the PC for their work over the last year in order to bring this to the Board for their consideration.

A MOTION was made by Commissioners Johns and Roth to adopt said Resolution approving the adjustment of the Actuarial Interest Rate Assumption in effect for all SWT Defined Benefit Pension Plans as explained by Township Manager Tom Petrucci. All in favor; none opposed. Vote 5:0. Motion carried.

D. (25:10) A Resolution to Grant an On-Lot Sewage Disposal Waiver and Enter into an Indemnification Agreement (re-2539 Peachtree Road)

Dave Manhardt, Director, CD Department, explained that this is a Waiver Request from PADEP septic requirements. During the permitting process, SWT SEO, Chris Noll, determined that the replacement system could not be located within the required distance. Included in the memo in Board packet are all the details as to why we are here this evening and how the process works. They can request a waiver from the governing body. We rely on our SEO, because they are the experts in this area. An agreement has been drafted, which includes ground water monitoring to protect the home-owner and the Township moving forward.

Mr. Noll confirmed that the provisions of the regulation do allow for the waiver to be granted. We looked at this and are taking the existing cesspool and the abandon of it. It will be an elevated sand mound, which will be a few feet further away. Based on the lot lines that are there, the other well on the adjacent property, which we do not want to encroach on, this is the location that is available for the location of this new absorption area. We have the Agreement, which is ready for adoption and to be signed by everyone. He said we are ready to go on this particular item.

Noted - This property was re-perked.

A MOTION was made by Commissioners Johns and Peischl granting waiver for 2539 Peach Tree Road as explained by Mr. Manhardt and Mr. Noll. All in favor; none opposed. Vote 5:0. Motion carried.

E. (28:40) A Resolution Granting a Waiver of Certain Subdivision and Land Development Ordinance Review and Approval Requirements for a Plan Entitled "Tesla Electric Vehicle Charging Stations Wawa 8078 Allentown, PA"

Mr. Gregg Adams, Planner, CD Department, explained that this is an application to further develop the property at 408 S. Cedar Crest Boulevard. The application proposed the restriping of a 10-space parking area to an 8-space charging station and the installation of the associated equipment within the parking lot of the Wawa on the 10.1075-acre property. This is an application to waive the land development process, which said process is outlined in Section 312-48. The application proposes an improvement that does not trigger outside agency reviews. However, the application has received all Staff and recommending Board reviews appropriate to the improvements proposed. The Township has the ability to send the project to the PC and also to impose any conditions appropriate to the approval of the application.

Mike Testa of Tesla was in attendance to present the plan and answer any questions. Applicant has accepted the Conditions of Approval listed on the resolution. Mr. Testa wanted to make a clarification of something noted in the Zoning Officer's correspondence. They are still maintaining 10 spaces total. They are installing 8 of their charging posts, while maintaining the 10 spaces in total.

Township Engineer Tony Tallarida, of The Pidcock Co., explained that they have reviewed this plan a few times so far, going back and forth on impervious cover, and other issues. At this point they are down to some drafting issues on the plan itself. They have no objections to this plan moving forward.

A MOTION was made by Commissioners Roth and Kelly to adopt said resolution granting waiver of certain SALDO review and approval requirements for Plan entitled, “Tesla Electric Vehicle Charging Stations Wawa 8078”. All in favor; none opposed. Vote 5:0. Motion carried.

8. MOTIONS

A. (41:00) Motion to Proceed with the Purchase of a 2024 Ford F-350 with Snowplow and Power Liftgate.

Herb Bender, Director of Township Operations explained that PW is respectfully asking for a motion to proceed with ordering a 2024 Ford F-350 w/snowplow and power lift gate. The price for this vehicle is \$82,000. PW solicited 6 quotes to ensure that we are getting the best price for this truck. The current vehicle this will be replacing is a 2011 Ford F-350 with a utility body, w/approximately 75,000 miles. This truck has undercarriage rusting issues, along with utility body issues. The reason for adding the power lift gate to this truck is so we can load the concrete saw on and off, along with heavy supplies that are needed on job sites. This truck is a leftover truck from the dealer. Cab and chassis will be a 2023. Utility body, power lift gate, and the snowplow will be a 2024. All compatible with one other. The 2024 cab and chassis had a price increase in upfit, taking us over budget; thus, the reason going with the 2023 cab and chassis. At the earliest, we will see this truck June/July timeframe. First payment may be July at the earliest.

Requesting a motion to proceed with the Purchase of a Ford F-350, with snowplow and power liftgate.

A MOTION was made by Commissioner Hodges and Roth granting permission to proceed with said purchase. All in favor; none opposed. Vote 5:0. Motion carried.

B. (43:20) Motion to Proceed with Advertising of the Road Building Materials Bid, to include Blacktop, Stone, Sealants, and Concrete Products.

Mr. Bender explained that SWT PW department is requesting permission to advertise a Road Building Materials bid, which includes blacktop, stone, sealants, and concrete products to be used for ongoing maintenance and repair of roads, or the restoration of roads, due to water breaks throughout the Township. Bid specifications in Board packet. Also, quantities included for the 2024 Roadway Resurfacing Project as well. This will be a one-year contract, with the option for 3 one-year extensions in the bid.

A MOTION was made by Commissioners Peischl and Roth to proceed with advertising of Road Building Materials Bid, as explained by Mr. Bender. All in favor; none opposed. Vote 5:0. Motion carried.

C. (45:00) Motion to Proceed with Advertising of Bid Specification 2024-01 for the River Road Relocation/Widening Project (As part of the overall Jordan Creek Greenway Project).

Township Manager Tom Petrucci explained that the River Road Relocation/Widening is part of the overall Jordan Creek Greenway project. Wehr Mill Road to Lapp Road (Segments 41-45) of the trail extension will be constructed in 2024 primarily with funds furnished by a \$1,000,000 TASA PennDOT grant. The RRR/W project is not funded by the TASA PennDOT grant and must utilize local Township funds.

\$315,000 is budgeted in Township Capital funds for necessary construction activities relative to the RRR/W Project. Township PW local force account labor will complete the majority of the scope of work, including the final wearing course, signage, fencing (if not completed in 2023). However, it was determined by the engineer for this project, Michael Baker International, that the placement of the retaining wall with the river stone treatment should be handled by the firm that is supplying these materials.

The Township has prepared bid specifications for the following items:

- Base Bid Items
 - Fabricate and furnish to the site 262 linear feet of 42" single face concrete barrier with painted form liner pattern.
 - Fabricate and furnish to the site 14 linear feet of end transition, single face concrete barrier, 42" height with painted form liner pattern. Two end pieces that are 7' long each.
- Add-Alternate Items
 - Installation of 262 linear feet of 42" single face concrete barrier with painted form liner pattern and 14 linear feet of end transition, single face concrete barrier, 42" height with painted form liner pattern.
- The bids will be due by February 26, 2024, at 10A.
- On site meeting February 21st.
- Project completion would be April 30, 2024.

The Township is requesting approval of a motion from the Board of Commissioners to advertise the Invitation to Bid and Bid Specifications for Invitation to Bid 2024-01 (4109 River Road Barrier Specification).

Mr. Petrucci explained that the \$315,000 is specifically for the relocation of road, the barrier, as well as some engineering costs. Because PW is doing the work, this is what keeps the price down. The trail extension is just under \$1M, which is funded by the TASA Grant.

A MOTION was made by Commissioners Hodges and Peischl granting permission to proceed with advertising of Bid Specification 2024-01 for the RRR/W Project, which is part of the overall JCG Project. All in favor; none opposed. Vote 5:0. Motion carried.

D. (49:35) Motion to Proceed with Capital Purchase from LB Water for 300 Manhole Inserts.

Mr. Bender, explained that PW is asking permission to move forward with a capital purchase from LB Water for 300 manhole inserts. This work is part of the sewer reduction plan that was submitted to PADEP with regard to the Kline's Island consent order. These inserts help prevent inflow from rain events from getting into our sanitary system. We have currently installed 300 of these this year and are looking forward to getting another 300 installed this year. The price for the 300 sewer manhole insert pans is \$18,285. Asking that a motion be made to approve the purchase of 300 more. This project was budgeted for \$300,000.

Requesting BOC consideration of a motion to approve the purchase of 300 sewer manhole insert pans for a total of \$18,285.

Mr. Bender said that once the inserts are in, then PW will go back and seal the edges of them. We are definitely seeing inflow reductions as a result of the manhole inserts. Mr. Bender said that all signatories had to put a standard sewer reduction plan together, unique to their own system, and submit to PADEP and LCA as part of the Regional 537 Plan.

A MOTION was made by Commissioners Peischl and Kelly to proceed with capital purchase of 300 sewer manhole insert pans as explained by Mr. Bender. All in favor; none opposed. Vote 5:0. Motion carried.

E. (52:40) Motion to Proceed with Release of Security for the following:

Gregg Adams, Planner, CD Department explained that we have three security releases. We have three projects that have gotten a lot of work done and certified, and are now requesting releases. We are looking for authorization for the Township Manager to sign the letters to the Financial Institutions authorizing the release of the security as defined in all three release packages.

- *Ridge Farms - Security Release #2 – for Phase 1-A.*
- *Hills at Winchester - Security Release #6*
- *Parkland Place - Security Release #4*

A MOTION was made by Commissioners Johns and Kelly granting permission to proceed with release of security for the above three projects. All in favor; none opposed. Vote 5:0. Motion carried.

9. CORRESPONDENCE AND INFORMATION ITEMS

A. (55:15) Boards and Commissions – Informational Items/Vacancies

Mr. Petrucci explained that we are looking to schedule a Special BOC Meeting on Wednesday, March 13th, 6P, for the purpose of conducting interviews for current vacancies for those who have applied.

10. DIRECTION/DISCUSSION ITEMS

A. (56:55) Notification of New Accounts for ARPA Fund and Fire Apparatus Fund

Township Manager Tom Petrucci explained this is a notification that SWT administration has opened two new accounts with Univest Bank for the amount of \$1,000,000 each as follows:

- American Rescue Plan Act Fund, \$1,000,000
- Fire Apparatus Fund, \$1,000,000

The funds were transferred from Wells Fargo Bank to Univest Bank in order to receive the benefit of a higher Annual Percentage Yield of 5.25% by way of the Univest Bank Public Funds Money Market account, which has a floating rate that is equal to the Federal Funds rate, which is currently 5.50%, minus .25%.

While the Federal Reserve will likely lower the interest rate later this year, the currently monthly additional revenue to the Township as a result of these new accounts will be \$4,375 for each fund until the rate is lowered. No action is required from the BIC, as these accounts will remain under the parent funds (ARPA and Fire Apparatus).

President Kelly thanked Mr. Petrucci for keeping the Board up-to-date on these types of issues and looking to maximize the interest income on these accounts as well.

B. (58:20) South Whitehall Township E-Newsletter Creation and Implementation, and Annual Calendar.

Lynn Matula, Park & Recreation Manager, explained that SWT publishes a bi-annual newsletter, which has been redesigned over the years, and more recently made some more design changes in order to respond to resident feedback regarding readability, content, and modernization. Staff continued to progress along these lines, but were prompted to examine alternative methods to deliver important information to its residents.

Staff is making the following two recommendations:

1. Staff recommends that the Township phase out the traditional printed newsletter and create an E-Newsletter using a subscription service created for this type of communication.
 - This would create a cost savings, allow for more flexibility, help produce a better quality newsletter, would address resident feedback, while addressing computer concerns—those who don't have computer access will be provided a copy via mail if requested; and copies would be available in the Township Lobby as well.
2. Staff recommends the Township consider the creation of an Annual Calendar with important dates and seasonal information, with opportunity for advertisements to be mailed to residents.

E-Newsletter Financial Information - Two possible email marketing tools to use might be:

1. Constant Contact, which is a monthly subscription, \$160/month or \$1,920/year; and
2. Granicus – Use of a Granicus Module, which would be an annual commitment. Cost is a one-time set up fee of \$3,250 w/\$8,883 cost /year.

Costs are as follows:

1. Annual cost savings of implementing an E-Newsletter = \$4,615
2. Annual cost savings of implementing an E-Newsletter AND an Annual Calendar = \$1,636

Staff is before the BOC this evening asking for direction regarding:

1. The creation and implementation of an E-Newsletter
2. The discontinuation of the bi-annual newsletter in its current form
3. A subscription to Constant Contact for the design and distribution of an E-Newsletter
4. Commencement of a printed and mailed Annual Calendar (w/ads)

President Kelly thanked Ms. Matula and Staff for working to maximize our connection and information we want to share with SWT residents. She was in favor of moving forward with what was presented this evening, which will allow for us to put forth more real-time information. She also appreciated the fact that copies can be mailed to residents who don't have computers. President Kelly thanked Ms. Matula for bringing this to the Board this evening. Ms. Matula said we could start by sending out Newsletters quarterly, or even on a monthly basis if we feel that is possible. It is up to us.

President Kelly said the Board looks forward to updates and the moving forward of this project.

C. (1:12:16) Request for Proposal (RFP) for Police Body Worn Cameras and In-Car Camera Systems.

Chief Glen Dorney said this is an update going back to the December 20, 2023, BOC Meeting, when the BOC voted to reject the submission of bids in order to restructure the bid specifications and bid response tally sheet. The PD Administration and Purchasing Agent Donna Zackeru worked on the restructuring of the Request for Proposal (RFP) document. They are prepared to move forward with the updated RFP, which Board granted authorization to do so, at the December 20th meeting, to rebid.

Highlighted dates for this project:

- February 12, 2024 - Solicitation date
- February 21, 2024 - Question/Clarification deadline
- February 26, 2024 - Proposal deadline
- March 6, 2024 - Award of Contract

11. OLD BUSINESS – NONE.

12. COURTESY OF THE FLOOR - Public Comment on Non-Agenda Items (1:14:26)

Don Sheatsley, Resident at 1411 Hampton Road. Subject: He thought it might be a good idea to place a digital sign out front of the Township Building. Lastly, he thanked everyone for everything they do—he said what the Board and Staff does is just fantastic. President Kelly thanked Mr. Sheatsley for his comments.

13. MOTION TO AUTHORIZE PAYMENT OF INVOICES & DISBURSEMENTS (1:15:52)

A. Invoices and Disbursements

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

14. EXECUTIVE SESSION

A. Scheduled Accordingly – NONE.

15. ADJOURNMENT

A. Motion to Adjourn – At 8:16P a MOTION was made by Commissioners Roth and Kelly to adjourn. All in favor; none opposed. Vote 5:0. Motion carried.

16. **APPROVED:** On **February 21, 2024**, a MOTION was made by Commissioners Peischl and Roth to approve the February 7, 2024 – Board of Commissioners Meeting Minutes as presented. All in favor; none opposed. Vote 5:0. Motion carried.