



Wednesday, February 21, 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 Matters:**
February 21, 2024, before this evening’s meeting.

4. **COURTESY OF THE FLOOR** - Public Comment on Non-Agenda Items – (1:58)

A. (2:08) **Hayden Rinde, Assistant VP – Western Lehigh Chamber of Commerce** – Ms. Rinde wanted to introduce herself to the Board/new Board Members and talk about what the Chamber does here in SWT to support the community and the local businesses. They do partner with the Greater LV Chamber of Commerce. The Western Chamber makes up 30 of the Chambers and Councils that make up the Greater LVCC—the LVCC being the 6th largest Chamber in the Country and the largest Chamber here in PA, supporting over 4,000 businesses and all the employees of those businesses. She went on to say that they value the partnerships with the municipalities in order to help elevate events and initiatives already in place, as well as bringing new ones to the Township. Their mission is to improve the economy and improve the quality of life here in the LV. In closing Ms. Rinde said they are excited for the new year and the partnership they have with SWT. President Kelly thanked Ms. Rinde for all the work they do to support all the SWT businesses, and for our Community at large.

5. **MINUTES**

A. (6:55) **February 7, 2024 – Board of Commissioners Meeting Minutes** – A MOTION was made by Commissioners Peischl and Roth to approve the February 7, 2024, BOC Meeting Minutes as presented. All in favor; none opposed. Motion carried.

6. ORDINANCES

- A. (7:15) **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.**

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. Following that analysis, the Township Engineer determined it would be appropriate to restrict truck traffic on Ridgeview Drive along that section. An ordinance is required to implement this truck traffic restriction. Said ordinance is enclosed in BOC Meeting Packet, reviewed by the Township Solicitor, and is before the BOC for approval to proceed with advertising of said ordinance. For the record, emergency traffic and local deliveries would NOT be restricted per §33631 of the Township Code of Ordinances.

Ridgeview Drive is a local road, so PennDOT does not determine whether or not truck traffic should be restricted—it is a local decision. Township Engineer used PennDOT standards as a guide to make the recommendation that it is the industry standard, as well as the fact that the Township has adopted PennDOT standards for road construction standards. The reason the Township is able to enact this restriction is due to the fact that Ridgeview Drive has experienced deterioration of the roadway surface due to the volume of truck traffic and other traffic, and therefore qualifies for this restriction.

Township Manager Tom Petrucci said that if the Board is inclined he would seek a motion to advertise said ordinance, for consideration of adoption at the March 20th BOC Meeting.

A MOTION was made by Commissioners Roth and Kelly granting permission to proceed with advertising of said Ordinance as explained by Mr. Petrucci. All in favor; none opposed. Vote 5:0. Motion carried.

7. RESOLUTIONS

- A. (10:15) **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.**

Herb Bender, Director of Township Operations, explained that 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 within the Township on various roads that is attached in Exhibit-A. The agreement is in the amount of \$300,440. This resolution grants Township Manager permission to execute agreement on behalf of the BOC. If Resolution is adopted, this money will go into the capital reserve fund to help fund the paving in 2025 when this work will take place.

A MOTION was made by Commissioners Johns and Roth to adopt said resolution authorizing Township Manager to execute an Agreement with UGI Utilities regarding a cost sharing arrangement as explained by Mr. Petrucci. All in favor; none opposed. Vote 5:0. Motion carried.

8. MOTIONS

- A. (11:42) **Motion to Approve Proposals and Associated Total Costs for VOIP Upgrade Project – Mitel MiVB SVI Software IP Platform, Software and Installation.**

Township Manager Tom Petrucci explained SWT currently utilizes a Mitel Voice Integrated Network Platform (VOIP) system installed 2012 by ET&T and runs on the MiVoice Office 250 Platform. ET&T

previously notified Township management late last year that the software will no longer be supported past June 30, 2026. The Township began to take the necessary steps to ensure that the phones will be upgraded in a cost-effective and efficient manner. ET&T provided a proposal in amount of \$52,361.70 in order to purchase all the necessary software off of the State contract. In accordance with the adopted Procurement Policy, we can use ET&T, since they are a State contract vendor. This project is time sensitive to ensure that the Township receives the discounts associated with the migration to the new Software IP Platform.

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

1. There will be 85 standard licenses based on the existing number of users.
2. There will be 10 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. Township already purchases this.
4. Township is taking advantage of discounts that are in effect until June of 2024 for this migration.
5. Township must migrate away from the MiVoice Office 250 Platform, which will no longer be supported after June 30, 2026.
6. This proposal will not change how the voicemail system is set up in the Township—the interface to the end users will not change.

SSI will also be required on their end to configure the software and update the Township's virtual servers (the VMware) as necessary. The cost of that required work is a total of \$2,600.

In making this switch, the Township was able to renew its current service with Service Electric for phones and internet at a lower monthly rate, for a 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. Mr. Petrucci thanked SSI, Donna Zackeru, and Rob Fehnel for all the work they've done on this project to get us this cost savings.

An Alternative looked at was replacing the entire system; however, that would cost in upwards of \$150,000. 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 following the recent renovation of the Township Building. Mr. Petrucci said we can update existing hardware as it needs to be replaced. It does not have to be replaced all at once, but can be done over time, enabling us to budget accordingly each year.

Mr. Petrucci said if the Board is inclined he is seeking 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. President Kelly thanked Mr. Petrucci, Donna Zackeru, Rob Fehnel, and SSI for the great cost savings to the Township for internet, phones, and the system upgrades.

The actual time the Township will be taken offline for this project should not be more than an hour or two. There will of course be additional work that goes on in the background. Mr. Petrucci said that he has previously gone through this migration process before, and it does work well.

A MOTION was made by Commissioners Roth and Kelly to approve proposal and associated costs for VOIP Upgrade Project as explained by Township Manager Tom Petrucci. All in favor; none opposed. Vote 5:0. Motion carried.

9. CORRESPONDENCE AND INFORMATION ITEMS

A. (19:30) Boards and Commissions – Informational Items/Vacancies

On March 13th, 6P-9:30P, a Special BOC Meeting will be held for the purpose of conducting interviews for current vacancies for those who have applied. President Kelly thanked all the residents who applied for these positions—there are a total of 15 to be interviewed that evening.

B. Civil Service Commission – 2023 Annual Report – FYI. Posted on Township Website

C. Planning Commission – 2023 Annual Report – FYI. Posted on Township Website

10. DIRECTION/DISCUSSION ITEMS

11. OLD BUSINESS

A. (21.45) Comprehensive Plan Implementation Update

Dave Manhardt, Director, CD Department, said his staff wanted to give Board a review of items they are working on with regard to the Comprehensive Plan Update. Mr. Manhardt did provide to the Board an implementation update handout in the Meeting Packet. Wanted to review some of the larger projects that are going on right now—Transportation Plan, Landscapes Plan, and Re-Examination.

TRANSPORTATION PLAN

Chris Stroehler, Long-Range Planner explained this has been broken down into six categories.

PHASE-1. Of the Comprehensive Transportation Plan, which we are working on with our consultant, Bowman are:

- **Engage** – Engagement of the Community of both the Active and Safety component. Getting public and stakeholders involved to help others get informed regarding the topics of those plans.
 - First Steering Committee Meeting - first public meeting scheduled for March 28th.
 - Second public meeting to be held in May.
 - Final Wrap-up meeting tentatively scheduled for August.
 - There will be additional opportunities for Public involvement.
 - Public engagement survey currently active on website. Paper version available at Township Building and Parkland Community Library
 - Other Public engagement events to be held in order to get community involved/engaged in these important plans.
- **Active** – The Township’s Active Transportation Plan—Non-vehicular work; looking at connectivity; better access for bicycles/pedestrians; tying in transit and accessibility.
 - Goal is to have the Active Transportation component wrapped up in September.
- **Safety** – The Safety Action Plan looks at vehicular and non-vehicular safety components on our roadways. The idea being to look at the larger initiatives of a safe transportation system.
 - Goal is to have the Safety component wrapped up in September or by year end.

These plans will help inform potential future grant applications’ projects, which tie into some of the other work we are doing in the subdivision/land development ordinance, zoning updates, and how transportation fits into that.

PHASE-2. Of the Comprehensive Transportation Plan:

- **Class** – Dave Manhardt explained this refers to functional classification (how it relates to SALDO). Road standards for streets and roads, sidewalks, lighting. Working with Township Engineer as we go through functional classifications.
 - Character Classification – looking at developing a matrix that has character classification and functional classification, and then have recommendations based on where it falls within that matrix. Looking to have SALDO standards appropriate for the area and the function.

- Freight – Looking to build off of some of what our Township Engineer has done with Ridgeview.
 - Looking at truck restrictions; looking at freight origins/destinations; how can we safely get truck traffic from warehousing to local roads, main roads—what are the best, safest routes for truck traffic. Overall analysis of the Township to be done, in order to then make recommendations for additional truck restrictions.
- Traffic – We will begin to look at congestion management—corridors that may become congested at certain times; make recommendations how we might best mitigate some of this congestion. Leverage work done by the State with traffic counts. How to better identify corridors and solutions for corridors—is there a better way to manage traffic in these areas by use of signals, technology, etc.

Dave said the idea is to have each of the above as a Chapter, which can then be utilized when pursuing specific grant opportunities.

LANDSCAPES PLAN – Mr. Manhardt said they are finalizing this now. Looking at incorporating recommendations, model ordinances, preservation opportunities/strategies. Calling it landscapes because we are looking at all the resources together—agricultural resources, natural resources, and historic resources as one unit. Laying out some strategies regarding this.

- Historic Resource Inventory – Need for an inventory. We have engaged Jeff Marshall, of Houseal Lavigne Assoc., the consultant who helped with the Landscapes Plan, to begin the Historic Resource Inventory. We have a list compiled via several sources. Looking to see what other sources are out there, and what warrants more research. What will come out of this then is a Classification System. The Board could then classify those things which they feel are important, which would help with preservation and/or adaptive reuse.
 - The Importance of Neighborhoods – This topic came up repeatedly—neighborhoods and villages and how they tie into historic resources, e.g. Guthsville, Mechanicsville, Meyersville. Currently working on an online map that has the inventory and the neighborhoods/villages that will rollout as part of this inventory.
 - Public Engagement – Chris Stroehler explained that during the Landscapes Public engagement portion last year, we received a lot of support from the Parkland Community Library to try and get some of our older residents engaged. Jeff Marshall mentioned the importance of getting out into the Community more in order to hear from residents regarding resources/stories they may have.
 - Historical Commission/Historical Society – The Library has said they would like to help foster this idea through their adult monthly programming, an evening program. On March 21st, 5-6P there will be a Historic Preservation Program—Dave and Chris will both be there. The intent is to highlight the historic piece; Jeff Marshall will be there to talk about the Historical Resource Inventory in order to start that engagement process with members of the community. Will also talk about Historical Societies as well—hopefully the start to a SWT Historical Society. Mr. Marshall will explain what that would look like. We’ve talked about how we have a number of stories to tell, as we’ve been going through this process, and the importance of continued preservation. We are hoping this will be the beginning of something that will be of great interest to the Community.

President Kelly thanked Dave Manhardt and Chris Stroehler—she said the presentation to the Board was great information, very detailed. She thanked them for partnering with the Library as well.

Q: Where is the official map?

A: As resources are identified, they will be put onto the official map, which also ties into the classification of those items placed on the official map. Class 4 may be something on the list but still needs to be

researched in order to move to the next step. Class 3, it unlocks adaptive re-use, incentive base zoning, and potential inclusion on the official map. The official map is the tool to effectuate a lot of these things that are built into the plans. Coming out of the Active Transportation Plan there might be connections we want to see. Those would go on the map as connections so that if we have a development that comes in, we have an opportunity to negotiate and help make that happen.

RE-EXAMINATION REPORT

- Providing more of an Update on this Implementation – Going forward will provide updates to Planning Commission as well, since they also spent a lot of time on the implementation of the Comprehensive Plan, going through that entire process.
- The Need to Evaluate the Comprehensive Plan – this is a topic which came up often as we were going through the implementation of the Comprehensive Plan. The importance of evaluating it/not just putting it up on a shelf. This is where a Re-Examination Report comes in, which Dave has done with other communities. We would look at the CP; there are a series of questions to be answered, which will be done with the Planning Commission. Is there something that may have changed in the policy, the area, which would require us to take a look at/or redo a piece of the CP. To be done on the one-year anniversary of the adoption of the CP, which would be in March. The Re-Examination Report will then be done, reviewed by Planning Commission, and later come back to the BOC.

(52:10) This ended the CP Implementation Update to the Board.

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

13. MOTION TO AUTHORIZE PAYMENT OF INVOICES & DISBURSEMENTS (52:27)

A. Invoices and Disbursements

A MOTION was made by Commissioners Hodges and Roth 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 7:53P a MOTION was made by Commissioners Peischl and Kelly to adjourn. All in favor; none opposed. Vote 5:0. Motion carried.

16. APPROVED: On **March 6, 2024**, a MOTION was made by Commissioners Roth and Hodges approving the February 21, 2024, Board of Commissioners Meeting Minutes. All in favor; none opposed. Vote 5:0. Motion carried.