



Wednesday, June 5, 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*
Interim Chief Stephen G. Brown, 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: May 23, 2024, and June 5, 2024, prior to the BOC Meeting (2:00)

4. COURTESY OF THE FLOOR – Public Comment on Non-Agenda Items (2:15) – NONE.

5. MINUTES

A. May 15, 2024 – Board of Commissioners Meeting Minutes

(2:35) A MOTION was made by Commissioners Roth and Hodges to approve the May 15, 2024, BOC Meeting Minutes as presented. All in favor; none opposed. Vote 5:0; Motion carried.

6. PRESENTATIONS (2:45) Presentations took place as follows: C, A, & B.

A. Herbein & Company - 2023 Audited Financial Statements Presentation (9:00)

Megan Thompson, CPA – Audit Partner, Herbein was in attendance and presented the above report in order to review the results of the 2023 Financial Statement Audit. This report will be attached to the minutes and posted to the Township Website.

Ms. Thompson said it has been another year of great improvement. We are here in June this year with a clean Audit Report, with only one recommendation on the management letter. The team here continues to work hard to put processes in place to be able to get to this ending spot. No difficulties were incurred in performing Audit.

President Kelly thanked Ms. Thompson for her presentation and working with Staff and Management to compile and present this Audit in June. The Board was in agreement that we have come such a long way in such a few short years.

Township Manager Tom Petrucci said that while the entire Finance Team played a role in this successful Audit Report he wanted to specifically take the time to say “Thank You”, and to recognize the individual efforts of Kristin Blahnik, Fund Balance Reporting Specialist, for her contributions to this clean Township audit and positive fiscal bill of health. She thoroughly excelled in every aspect of this project. Kristin’s continued contributions to the Township are exemplary and the Audit Report is a testament to her strong character and competencies.

President Kelly also took the time to thank Township Manager Tom Petrucci for preparing the Management Discussion and Analysis, which is the compilation of the data in a smaller/condensed report than the Audit Report, which is very good information summarizing the financial health of the Township. She went on to commend our Township Manager Tom Petrucci, Director of Township Operations Herb Bender, Finance Director Tricia Dickert, Fund Balance Reporting Specialist Kristin Blahnik, and the entire team for all their efforts. She commended the entire team for representing this Township so well and spending the taxpayers’ money so carefully. She said all should be so proud, as she is, of the progress this Township has made—we are grateful to all of you.

President Kelly again thanked Ms. Thompson, and said this is all wonderful news, and we look forward to seeing you again next year.

B. Financial Summary Report (YTD for 2024 Fiscal Year) - Finance Department (23:35)

Tricia Dickert, Director of Finance, explained there is not a whole lot to highlight, with the exception of Revenues. When reviewing the March picture last April, we knew that a lot of the General Fund and Fire Tax Revenues had not started to come in yet. As you can see, end of March 2024, we were looking at 11.7% of Estimated General Fund Revenues; and, in this report, as you can see, it is now going up as those tax due dates are approaching—so the money is starting to come in. General Fund Revenue increased from 11.7% to 30.9%, and we expect May to look just as healthy—the lion’s share of those revenues will be filtering in over the next two months. The same for Fire Tax Revenues for the exact same reasons—1.3% back in April vs. the 20.91% now.

Projects are starting to get underway, which means those expense numbers will begin to increase over the course of the next three months.

State Highway Aid Fund – We are already at 103% since we already received the bulk of those funds.

These are the highlights of this report.

President Kelly thanked Tricia Dickert and Kristin Blahnik and the team for working so diligently to bring this report to the Board.

C. Russel J. Held, Public Works Utilities Foreman - Acknowledgment of Retirement (3:10)

Herb Bender, Director of Township Operations, thanked Rusty for his 28 years of service—starting out as a Laborer and working his way up to the position of Crew Leader in the Utility Services Department. With Rusty’s departure, we are losing a lot of internal knowledge of the water system, as well as the sewer system. He thanked Rusty for always being available when there was a call-in, which goes a long way to show your dedication to the Township. You did a great job with the crews. Herb thanked him also for volunteering at Woodlawn Fire Station for 41 years, as well as being the Chief for 21 years. Thank you for your great dedication to the Community of South Whitehall Township.

President Kelly, on behalf of the Board, thanked Rusty as well, and said that all his brothers and sisters here from the Fire Services are here tonight because of you, and who you are, and your heart for this community, and she wanted to personally thank him for the dedication he has shown to serve, and thanked his family as well for the sacrifices they have had to make as well. A Distinguished Service Award was presented to Russel “Rusty” J. Held at this time.

7. ORDINANCES

- A. Consideration of Adoption: An Ordinance Amending Chapter 274 (Sewers and Sewage Disposal) in the Codified Ordinances of the Township of South Whitehall to Establish Part 6 Titled "On-Lot Sewage Disposal" and Providing for Definitions, Designation of Township Sewage Enforcement Officer, General Requirements, Application Procedures and Permit Issuance, New Sewage Systems, Repair Sewage Systems, General Department Requirements, Inspections, Application and Review Fees, Revocations and Reinstatement of Permits, Review of Revocations and Denials, Waiver of Liability, Nuisances and Penalties, Severability, Failure to Enforce Not a Waiver, Repealer and an Effective Date. (26:20)**

Township Manager Tom Petrucci explained that said ordinance has been reviewed by our Township Solicitor’s office, our CDD, and the Township SEO. The intent of this ordinance is to meet PA DEP requirements for local municipalities, and the Township is therefore more consistent with the PA Sewage Facilities Act. To date, the SEO has referenced State regulations, rather than a local municipal ordinance for sewage enforcement action. The ordinance before the Board this evening represents an additional step towards compliance with State regulations. At the May 1, 2024, BOC Meeting, the Board authorized the advertisement of said ordinance—and said ordinance was advertised in the May 15th edition of TPP, as well as sent to the LC Law Library. Mr. Petrucci said we are requesting a motion to adopt said ordinance.

A MOTION was made by Commissioners Peischl and Roth to adopt said On-Lot Sewage Disposal ordinance as explained by Mr. Petrucci. All in favor; none opposed. Vote 5:0. Motion carried.

8. RESOLUTIONS

- A. A Resolution of the Board of Commissioners of South Whitehall Township, Lehigh County, Commonwealth of Pennsylvania, Adopting the Act 537 Sewage Facilities Plan (28:35)**

Township Manager Tom Petrucci explained that approval was previously received from the BOC during the May 5, 2023, BOC meeting to proceed with the first step of the Act 537 Official Plan Update by following the PA DEP “Public-to-Public Wastewater Disposal System Transfers Act 537 Planning Requirements” checklist.

The Township then developed the Plan brought before you. This plan has gone through several iterations and gone through extensive review by planning agencies, including the SWT PC, the LVPC, as well as surrounding municipalities.

The purpose of this plan is to recognize the transfer of the SWT Authority to SWT and address any previous planning that has not yet been implemented for the Township Sewer Service area. It is important to note that the draft Public-to-Public System Transfer Act 537 Plan Update is limited in scope and does not attempt to establish extensive future sewer planning areas, except where noted in the plan (specific to Ridge Farms).

The draft Public-to-Public System Transfer Act 537 Plan Update is applicable to situations where a public entity intends to transfer the responsibilities of one municipal entity to another (in this case, effectuating the final transfer of the Authority to the Township as originally authorized by Ordinance No. 1021, which was adopted by the Board of Commissioners on May 3, 2017.)

SSM Group was utilized for technical guidance concerning this portion of the project. Township staff, including a project team comprised of Executive, CD and PW personnel, assisted with compiling all necessary background information and the drafting of mapping that was required for the project.

A Summary of all the actions to date, along with the revisions that were made to this Act 537 Plan Update are as follows:

- Confirms and clarifies the legal process by which the dissolution of the South Whitehall Township Authority must occur (and the specific legislative actions by ordinance and resolution that were previously taken by the Board of Commissioners to commence that process).
- Ensures that all existing intermunicipal agreements are accounted for in the narrative and corresponding appendices (and further explains the purpose and need for the intermunicipal agreements).
- Provides an updated map that clearly delineates all future known planning areas for the next 5-10 years.
- Clarifies that Phase 1C of the Ridge Farms Land Development project includes 17 duplexes (34 units) and will require a separate Planning Module. It is anticipated that the entire Phase 1 of the Ridge Farms Project will begin within the next 5 years. Clarifies that Phase 2 of the Ridge Farms Project is anticipated to occur within the next 10 years. *These items must be identified pursuant to the requirements of the Plan.*
- Adds language to ensure that the narrative is aligned with the formatting expected by the PA DEP.
- It is important to note that the substantive content of the mapping related to the sewer franchise area has not changed within this revised draft Act 537 Plan Update from the last version that was reviewed by both the Board and the Planning Commission.
- Additionally, in its transmittal, the resolutions are included for each municipality by which we have an intermunicipal agreement to review and approve, as per PA DEP requirements. The Township has forwarded a draft resolution template to each municipality for their consideration of adoption to memorialize their receipt and understanding of what the Act 537 Plan Update accomplishes.

The following actions were completed during the required public comment period: (32:36)

1. A 30-day general public comment period requiring public notice, including advertisement and dissemination on the Township website. Municipalities must advertise the plan for public comment and officially adopt the plan by resolution prior to submitting the plan to the Pennsylvania Department of Environmental Protection for approval. The public notice was advertised in the March 28th issue of the Parkland Press.
2. A sixty (60) day comment period required for the South Whitehall Township Planning Commission. The plan must be reviewed by municipal Planning Commission and their comments must be addressed prior to submitting the plan to the Pennsylvania Department of Environmental Protection. The Planning Commission acted favorably on the Plan during the January 11, 2024 Planning Commission meeting.
3. A sixty (60) day comment period required for the Lehigh Valley Planning Commission (LVPC). The plan must be reviewed by County Planning Commission and their comments must be addressed prior to submitting the plan to the Pennsylvania Department of Environmental Protection. The LVPC acted favorably on the Plan during the March 28, 2024 LVPC public meeting.
4. A forty-five (45) day comment period will also be provided for adjoining municipalities. All corresponding Resolutions as approved by adjoining municipalities are enclosed in Board packet for reference purposes.

Mr. Petrucci said we are requesting a motion to approve the Resolution adopting the DRAFT Public-to-Public System Transfer Act 537 Plan Update. Once this resolution has been approved by the Board, the next step would be to send this entire Plan to the PA DEP for review and approval. The Township would then address any comments received from the PA DEP. Once comments are addressed, the BOC will then once again need to also adopt another resolution to finally confirm that the Plan is complete and adopted.

A MOTION was made by Commissioners Roth and Kelly to adopt said resolution as presented. Commissioners Kelly, Hodges, Roth, and Johns were all in favor; Commissioner Peischl was opposed. Vote 4:1. Motion carried.

B. A Resolution Reducing the Contributions by Police Officers to the South Whitehall Township Police Pension Plan for the Year January 1, 2024, to December 31, 2024 (34:20)

Township Manager Tom Petrucci explained that what this resolution is accomplishing is, not changing in any way the structure of the current Police Pension Plan or the contributions made by Plan participants. It is fulfilling an administrative requirement of Article IV (Police Pension Plan) of Chapter 58 (Pension Plans) of the Code of Ordinances of SWT. Pursuant to Act 600, members of the Police Pension Plan have a required contribution of 5%; however, it is very common to change that amount pursuant to collective bargaining agreement, which SWT has done, and the CBA, effective January 1, 2022, through December 31, 2026. For the fiscal year of 2024, the required contribution of the Police participant members is 2.25%. This resolution memorializes that requirement. Mr. Petrucci is here this evening to seek a motion to approve the resolution as presented.

Every year going forward, this agenda item will be on the first agenda of the year.

A MOTION was made by Commissioners Johns and Hodges to adopt said resolution to reduce the contributions by the Police Officers to the SWT Police Pension Plan for the year January 1, 2024, to December 31, 2024. All in favor; none opposed. Vote 5:0. Motion carried.

C. A Resolution of the Board of Commissioners of South Whitehall Township to Submit an Application to the Pennsylvania Department of Community and Economic Development 2024 Pennsylvania Gaming Local Share Account (Lehigh/Northampton Counties) Grant Program to Provide Funding to be Used for the West End Water District Rehabilitation Project. (36:35)

Herb Bender, Director of Township Operations explained that PW Utilities is requesting to submit an LSA Grant application for the Kmart and 41st Street Well Stations to be upgraded. Total for the grant application is \$100, which is nonrefundable. The grant that we will be submitting is for \$357,336 to replace multiple components in the Kmart Station, along with bringing the well up to PA DEP standards. At the 41st Street Station, we will be removing the existing concrete water storage tank and installing plunge-flow piping to achieve the required chlorine contact time, along with permitting the well to be able to pump 500 gallons/minute, instead of only 250 gallons/minute. This will help achieve more balanced operations and reduced run times for other wells in the system.

The LSA grant requires no match—it is 100% funded. We are here this evening to request Board approval of the LSA grant resolution. This will be budgeted for in the 2025 Budget. This Grant is a refundable Grant; but we also have to budget for it in case we do not get the full funding or even receive no funding.

A MOTION was made by Commissioners Peischl and Kelly to adopt said resolution as explained by Mr. Bender. All in favor; none opposed. Vote 5:0. Motion carried.

9. MOTIONS

A. Motion to Proceed with Security Release: Ridge Farms Phase 1A Improvements Security Release Certification Number 5. (40:05)

Mr. Gregg Adams, Planner, CDD, explained that this is an application to develop the properties located at the NE corner of CC Boulevard and Walbert Avenue intersection. The project was approved by the BOC at the April 6, 2022, meeting. The Applicant has secured \$3,570,877.33 in improvements. The Applicant has completed more of the required improvements and is requesting a fifth release of security for the completed improvements. Township Engineer and Staff have conducted the inspections.

The plan was recorded on July 5, 2023, and construction started shortly afterwards. The applicant has completed more of the required improvements and has requested a fourth release of security for the completed improvements. The Township Engineer's office and staff conducted inspections to confirm and document the construction of the required improvements and are authorizing the release of \$385,560.45.

This release will bring the value of the constructed improvements to \$1,530,481.58. The action being requested this evening is the Board authorize the Township Manager to sign the security release letter to the financial institution.

Township Engineer Tony Tallarida said there is nothing that precludes the Applicant from doing this. They can only get releases for what they are doing in that period of time. The contractor has been very good in working with us, keeping us apprised of any changes, etc., and constantly keeping us updated. We are working hand-in-hand with them.

A MOTION was made by Commissioners Johns and Roth granting permission to proceed with said security release as explained by Mr. Adams. All in favor; none opposed. Vote 5:0. Motion carried.

B. Solid Waste/Recycling Study Update - Motion to Proceed with Request for Revised Scope of Work for Benchmarking Financial Analysis (42:45)

Township Manager Tom Petrucci explained that the BOC previously approved a comprehensive evaluation of the overall solid waste/recycling/yard waste program—that evaluation is underway.

A scope of work was developed with SCS Engineers, who specializes in solid waste environmental assessments. The cost of conducting the full study was approved at the total cost of \$70,900, pursuant to approved Purchase Order 20240085. The original scope of work and professional services contract is included in BOC Packet.

In the interim time period since the approval of the study, the routing study (including an in-person review of the current hauler, JP Mascaro’s collection route and scale ticket data), has preliminarily shown that the current route is generally efficient (to be confirmed with further reconciliation and review of the data) and it is recommend by the consultant to slightly revise the scope of work to include a more comprehensive fiscal analysis (to include a benchmarking study) as set forth in the SCS memo. Essentially, we are ensuring that the contracted price, as set forth by Mascaro, is being reconciled that it is in-line with the costs being paid by other communities—past contracts and future contracts, for comparable municipalities. Timeline: We are hoping to wrap everything up by August—we should be able to have recommendations before the Board by August.

A MOTION was made by Commissioners Hodges and Roth to proceed with request for revised scope of work for benchmarking financial analysis as explained by Township Manager Tom Petrucci above. All in favor; none opposed. Vote 5:0; Motion carried.

C. Motion to Approve Copier Lease with Fraser Advanced Information Systems for the term of 60 months at \$665 per month. (45:40)

Township Manager Tom Petrucci explained that the intent of the new Copier Lease with Fraser is to consolidate three current leases into one lease. We have three separate contracts for copiers used by the Finance Department, PD, PW Department, and all Fire Company locations. Current lease costs for the Township are \$10,500/year. New lease cost would be \$7,980/year, for cost savings of \$2,520/year. Staff is recommending Fraser because they are on COSTARS, they follow the Township’s Purchasing Policy, are local, and because they have provided prompt service. Also, they provide Sharp Copiers, which is the preferred copier of choice by Township Staff.

A MOTION was made by Commissioners Roth and Kelly to approve copier lease with Fraser Advanced Information Systems as explained by Mr. Petrucci above. All in favor; none opposed. Vote 5:0; Motion carried.

10. CORRESPONDENCE AND INFORMATION ITEMS

A. Boards and Commissions – Informational Items/Vacancies (47:45)

To be noted for the record, the Wednesday, July 3rd Board of Commissioners Meeting is CANCELED.

11. DIRECTION/DISCUSSION ITEMS

A. Columbia Street (also commonly referred to as "Orator Street"), Street Vacation Request - Preliminary Assessment (Pursuant to Street Vacation Petition Application Procedures). (49:00)

Gregg Adams, Planner, CDD, explained that this is a petition request to vacate by Ordinance the unopened alley named Orator Street, located to the immediate south of 1814 Frankenfield Street. The portion of Orator Street that is proposed to be vacated is bordered along its north edge by 1814 Frankenfield Street, along its east edge by unopened North Bird Street, along its south edge by Frankenfield Street Rear PIN 549715659006 and West Columbia Street PIN 549715643836, and along its west edge by a straight line between the southwest corner of 1814 Frankenfield Street and the northwest corner of West Columbia Street PIN 549715643836. All three properties are owned by SLS Properties LLC.

The applicant is Shane L. Moyer and is in attendance this evening. Orator Street is an unopened "paper" alley running roughly east to west, connecting the unopened "paper" alleys named Clifford Street (to the west) and North Bird Street (to the east). Both Clifford and North Bird Streets connect to Frankenfield Street at their north ends. Clifford Street connects to unopened Columbia Street at its south end. North Bird Street ends at the US Route 22 right of way at its southern end.

Mr. Adams said this is a street vacation application of which we have received very few at the Township.

Street Vacation Process - This process allows a resident to formally "vacate" a street or alley within the Township, thereby extinguishing all rights to a specified portion of street or alley except those of the applicant. The process also requires that all utilities with an interest in said portion of street or alley (including the Township) are allowed to secure an easement within said portion of street or alley prior to their rights being extinguished. The process typically results in the vacated portion of the street or alley being merged with one or more of the adjoining properties. It does not have to, but that is typically what we see.

Should the Board decide to consider this request this evening, the Applicant will have to execute an Escrow and Reimbursement Agreement and establish an escrow of \$5,000 w/Township to cover the cost of engineer and legal review. Once the escrow is established, the applicant is to submit engineered plans depicting the area to be vacated, which is to be reviewed by the Township Engineer. The Township is also to contact PPL advising them of the request. The applicant is responsible for contacting all other utility companies in order to determine those entities that may have interest in the area to be vacated and ensure that all entities respond to the application. All responses are to be entered into the public record. Following the Township Engineer's review and the receipt of all entities' responses, the Board of Commissioners shall hold a public hearing to review the documentation. Should the documentation be acceptable, an Ordinance formally vacating the street or alley will be drafted by the Township and a hearing scheduled to adopt it. After adoption of said Ordinance, the Township Solicitor shall submit a written report to the Board, the appropriate documentation shall be recorded at the Clerk of Orphans Court, and the street or alley shall be posted as "Vacated" by the Township.

The Applicant was in attendance to answer questions, and he is interested in having the Board consider this petition.

President Kelly clarified with Mr. Adams that the Board is simply considering moving this process forward. He confirmed that is correct.

If the Township agrees to move on to the next step in this process, they would notify the ad joiners to this particular street that is being requested to be vacated.

Applicant Shane Smoyer and the property in question is 1814 Frankenfield Street, 1814 Frankenfield Rear, 1819 W. Columbia Street. He said that no one uses it and the neighbors have even landscaped and put in gardens. He is looking to preserve the use of the property the way he is using it now. He said it would not matter to him what parcel it would become part of—whatever the Township prefers.

Solicitor Zator explained that from a legal standpoint what happens in a typical road vacation is that unless the underlying deeds of the adjoining property owners set the line differently, the vacation and result is down the middle of the vacated area, and the property owners on either side will take ownership. Absent of any kind of different arrangements/unusual circumstances, that would be the norm. Therefore, it would become three adjoining properties split down the middle of the alley—it would not be a separate stand-alone parcel. Every parcel should then be re-deeded; having a modified deed would make everything cleaner.

Solicitor Zator said that technically when a paper street, which is an unordained street that exists, the rights of the public and the rights of Township to traverse that area disappear by operation of vacation; however, those who have ownership rights within the subdivision where that road is originally laid out, technically, have easement or access rights of ingress and egress. As the applicant touched on, because of plantings there for presumably 20 years or longer, pragmatically there are no such rights—e.g. if there is a tree there preventing ingress/egress, there are probably no such rights. But you are only, by taking vacation action, only eliminating public rights. It is up to the property owner to deal with the private rights, which technically may already be extinguished by operation of law, but that is not a Township issue. Private rights would belong to everyone in that original subdivision, whether it was three lots or 2,000 lots.

The Board requested that not only should the ad joiners be notified of this, but that it is also sent to the individuals who may have previously requested to open up that paper alley at some point in time. Mr. Adams said he was suggesting that we would notify the entire block—anyone who could within that block access it would be typically notified.

Also, Brian Hite said he did not see a requirement to follow the PA Municipalities Planning Code. He asked that Staff confirm that it is being followed with regard to Street Vacations--Section 304(a)(1). Staff will take under advisement. Township Manager Tom Petrucci said this will also have to go to the LVPC for their review process.

The Applicant requests that the Board consider the petition favorably and permit the process to move forward as described above. Staff has no objections to this request.

A MOTION was made by Commissioners Johns and Kelly to permit the process to move forward as explained above. All in favor; none opposed. Vote 5:0. Motion carried.

B. Community Development Block Grant (CDBG) Program - Notification of Exclusion Opportunity from Urban County Received from County of Lehigh.

Township Manager Tom Petrucci explained that the County of Lehigh accepts applications for the following grant programs:

- Community Development Block Grant (CDBG) program (Title I of the Housing and Community Development Act of 197, as amended). The 2024 CDBG allocation is estimated to be \$1,247,043.
- HOME Investment Partnerships Program (Title II of the National Affordable Housing Act of 1990, as amended). The 2024 HOME allocation is estimated to be \$500,000.

The CDBG Entitlement Program provides annual grants on a formula basis to entitled cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. The program is authorized under Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383, as amended; 42 U.S.C. 5301 et seq.

HUD awards grants to entitlement community grantees to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services.

The COL has sent correspondence indicating that SWT has the option of being excluded from the Urban County program. Upon review, Mr. Petrucci said there are no discernable benefits to SWT to exclude itself from the COL Urban County Program. The Board was in agreement with Mr. Petrucci in that there is no reason to be excluded and that it should proceed with the status quo.

C. Lehigh Valley 2025-2028 Transportation Improvement Program (DRAFT) - South Whitehall Township Update.

Dave Manhardt, Director, CDD, explained that the Transportation Improvement Plan (TIP) is the Lehigh Valley's \$633 million four-year plan to maintain and enhance the transportation system in Lehigh and Northampton counties. The TIP is administered by the Lehigh Valley Transportation Study (LVTS) as a component of the region's Long-Range Transportation Plan. In short, the TIP is the means in which regional transportation projects are funded with federal dollars over a 3-year period.

The current draft TIP covers the fiscal years 2025-2028. Projects identified on the TIP came from the most recent update to the Long-Range Transportation Plan, including a Transportation Needs Assessment conducted in 2023. The TIP is an evolving program that changes as project costs and schedules adjust. It is also fiscally constrained to the funding currently allocated to the region.

The draft TIP is currently open for review and public comment until June 15, 2024. The draft TIP can be accessed at Draft TIP 2025-2028. There are three projects proposed as follows within SWT:

Project Name	Scope	Total Amount
Route 309 Resurface	From Walbert Ave. to Shankweiler Rd., mill and overlay, concrete patching, guiderail upgrades and movement markings. Reconstruction of the Orefield Road intersection to accommodate truck turning movements and signal replacement.	\$9,785,000
Mauch Chunk Road Signal Upgrades	Improvements of the existing traffic signal operation at two intersections along Mauch Chunk Rd at Girard Ave and Scherersville Rd.	\$1,596,500
Route 309 & Tilghman Street	Reconstruction and upgrade of Route 309/Tilghman St. Interchange with roadway drainage improvements, base repair and overlay, and installation of traffic lights on Tilghman St. at ramps.	\$54,168,725

Staff is not requesting any action. This is for informational purposes only.

It was noted for the record that at the intersection of Walbert & Cedar Crest Boulevard, heading west on Walbert, the two traffic lights are out of sync. Timing issues need to be fixed. Township Manager Tom Petrucci said we will follow up with the developer on this matter.

Also, at Scherer and Girard, something trips the light coming down. Herb Bender, Director of Township Operations, said the pre-emptive needs to be synced together at both intersections. He will double check with PennDOT to see if it is going to be implemented.

12. OLD BUSINESS

13. COURTESY OF THE FLOOR - Public Comment on Non-Agenda Items – None.

14. MOTION TO AUTHORIZE PAYMENT OF INVOICES & DISBURSEMENTS

A. Invoices and Disbursements

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

15 EXECUTIVE SESSION

A. Scheduled Accordingly – NONE.

16. ADJOURNMENT

A. Motion to Adjourn – At 8:21P a MOTION was made by Commissioners Roth and Hodges to adjourn. All in favor; none opposed. Vote 5:0. Motion carried.

17. APPROVED: On Wednesday, June 19, 2024, a MOTION was made by Commissioner Roth and Peischl to approve the June 5, 2024, BOC Meeting Minutes as presented. All in favor; none opposed. Vote 5:0. Motion carried.