



Wednesday, November 6, 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**
Andrew Hoffman, Esq., Twp. Solicitor's Office, Zator Law
Tony 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
Stephen G. Brown, Interim Chief of Police
Dave Manhardt, Director, Community Development Dept.
Chris Strohler, Long-Range Planner, CD Dept.*
John Frantz, Fire Marshal, Building Code Official *
Tom Harper, Code Enforcement Program 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: On October 22nd and prior to this evening's November 6th BOC Meeting.

4. COURTESY OF THE FLOOR – Public Comment on Non-Agenda Items – NONE. (2:08)

5. MINUTES:

A. October 16, 2024 – Board of Commissioners Meeting Minutes (2:23)

A MOTION was made by Commissioners Roth and Hodges to approve the October 16, 2024, BOC Meeting Minutes as presented. All in favor; none opposed. Vote 5:0. Motion carried.

6. PRESENTATIONS:

A. Swearing in of Fire Police for Woodlawn Fire Department (2:45)

Township Manager Tom Petrucci explained that in a First Class Township, the President of the BOC may confirm any member of a volunteer fire company nominated to serve as special fire police under 35 Pa.C.S. Ch. 74 Subch. D (relating to special fire police). The President of the BOC may swear in or affirm special fire police officers (Section 1401.1. Special Fire Police, First Class Township Code). This evening's resolution has been prepared to effectuate the appointment of the following individuals of the Woodlawn Fire Department as Special Fire Police:

- Aymaan Rahman
- Iram Khan
- Ahtisham Sajid

Township Manager Tom Petrucci said we are requesting approval of the resolution confirming these individuals nominated by the volunteer FCs as Special Fire Police.

President Kelly said we are very fortunate to have quite a few members of the special fire police, who are all very important members of our Public Safety Services who serve our community, and we want to thank you for your willingness to serve.

A MOTION was made by Commissioners Hodges and Roth adopting resolution confirming the above-mentioned individuals as Special Fire Police. All in favor; none opposed. Vote 5:0; Motion carried.

At this time, Aymaan Rahman, Iram Khan, and Ahtisham Sajid were sworn in by President Kelly as Special Fire Police for SWT.

B. South Whitehall Township Police Department – Battle of the Badges Event (5:52)

Interim Chief Steve Brown explained that on August 30th the Annual Battle of the Badges took place at the LV Iron Pigs game, where we played a charity softball game—a friendly competition between neighboring PD—SWT and WT. The Bargaining Units raised \$14,000 for families and children battling cancer. All the funds were donated to Hugs for Pediatric Cancer Warriors. Interim Chief Brown said Thank You to the Communities' generosity and participation in the event, which made a meaningful impact to bring hope and relief to those in need. He thanked everyone for their help. At this time SWT-PD and WT-PD presented the check. President Kelly thanked WT-PD for partnering with SWT-PD for this very worthy cause.

C. First Reading of the 2025 Proposed Budget – Tricia Dickert, Director of Finance (8:09)

Tricia Dickert, Director of Finance, thanked the entire BOC for a very productive Budget Workshop Meeting last week. Ms. Dickert presented Fund Summaries for 2025 Budget, which will be attached to these minutes in full.

In closing Ms. Dickert said the Budget Team and Township are hereby presenting to the BOC the balanced Budget for Year 2025.

President Kelly thanked Ms. Dickert and her FN Team, as well as the Administration and Department Heads for preparing and presenting this balanced budget, and appreciated the additional line item details included in this year's budget book, both for the benefit of the Commissioners and the Public so as to have more insight into how the Township dollars are expended for the good of the community. Commissioners Roth, Hodges, Johns, and Peischl all shared similar sentiments and appreciation to Ms. Dickert and her FN Team for a job well done with the 2025 Budget. (27:31)

Ms. Dickert, on behalf of her FN Team, thanked the Board for expressing their appreciation.

(29:45) Don Sheatsley – Resident, 1411 Hampton Road, Allentown, asked if the Township could have a digital sign out front, which would post Township information for Residents. Township Manager, Tom Petrucci said that Mr. Sheatsley's question was timely as Staff will be bringing to the BOC a digital message Board, for their review in the next month. Mr. Sheatsley thanked the Board for doing this.

A MOTION was made by Commissioners Johns and Roth to proceed with the advertisement of the 2025 SWT Proposed Budget. All in favor; none opposed. Vote 5:0; Motion carried.

7. ORDINANCES

A. An Ordinance Of The Township Of South Whitehall, County Of Lehigh, And Commonwealth Of Pennsylvania, Fixing The Property Tax Rate For The Fiscal Year 2025; Levying A Real State Tax For General Revenue Purposes And For Fire Tax Purposes For The Fiscal Year 2025; Reaffirming The

Current Tax Rates Provided For Within Chapter 328, “Taxation”, Of The Codified Ordinances Of South Whitehall Township; And Appropriating Specific Sums Estimated To Be Required For The Specific Purposes Of The Township Government During The 2025 Fiscal Year; Providing For A Repealer Clause, Severability Clause And Effective Date (31:05)

Township Manager Tom Petrucci explained that in accordance with the requirements of the First Class Township Code, specifically Section 1709 (a), the BOC are required to fix the property rate for the 2025 fiscal year in conjunction with the approval of the 2025 annual budget.

Each year the Township must pass an Ordinance (or Resolution) to adopt the property tax rate. The Township is proposing to adopt an ordinance, which in addition to fixing the millage rates, it also confirms the appropriated amounts, from each fund, which were read this evening by Ms. Dickert, Director of Finance.

There is no proposed change to the property tax rates for 2025. The 2025 Budget includes this assumption in estimating revenues available in 2025 from property taxes. The rates are summarized as follows:

Property Tax Name/Purpose	Mills on each Dollar of Assessed Valuation	Per Hundred Dollars of Assessed Valuation
Tax Rate for General Township Purposes	2.849750	\$0.2849750
Tax Rate for Fire Tax Purposes	.47	\$.047
TOTALS	3.31975	\$0.331975

Mr. Petrucci said he is seeking a motion to advertise this ordinance so that it can be ordained in time for the adoption of the budget at the December 4th BOC Meeting.

President Kelly again thanked Finance, Administration, and all Department Heads for a balanced budget, and also fixing the tax rate, with no changes this year.

A MOTION was made by Commissioners Roth and Hodges to proceed with advertising of said ordinance, adopting the aforementioned tax rates for fiscal year 2025. All in favor; none opposed. Vote 5:0; Motion carried.

B. An Ordinance Of The Township Of South Whitehall, County Of Lehigh, And Commonwealth Of Pennsylvania, Amending Part I (“Administrative Legislation”), Chapter 58 (“Pension Plans”), Article VI (Nonuniformed Employees Defined Contribution Pension Plan) Of The Codified Ordinances Of South Whitehall Township At §58-65 (Vesting And Forfeitures) (A) (“Vesting”) (1) To Revise The Years Of Service And Vested Portion Schedule; Repealer; Severability And An Effective Date. (33:37)

Township Manager Tom Petrucci explained that this draft Pension Plan (Chapter 58) Ordinance revision is a result of collective bargaining negotiations between the Teamsters and the Township. The vesting period for the defined contribution pension plan will be lowered from 7 years to 5 years for the defined contribution pension plan only. The recommendation is to effectuate this change across all eligible defined contribution plan participants, which includes both Public Works and Non-Union members (currently 46 plan members) to ensure consistency across the plan.

The Ordinance was advertised for adoption in the October 10, 2024, issue of The Parkland Press newspaper and sent to the LC Department of Law, and is ready for adoption. No public comments were received and all internal questions by employees were answered.

A MOTION was made by Commissioners Peischl, Johns, Roth to proceed with adoption of said Pension Vesting Period Revision Ordinance. All in favor; none opposed. Vote 5:0; Motion carried.

C. An Ordinance Of The Township Of South Whitehall, County Of Lehigh, And Commonwealth Of Pennsylvania, Amending Part I (“Administrative Legislation”), Chapter 62 (“Police Department”), To Add A New Article Iii Entitled “Towing” To The Codified Ordinances Of South Whitehall Township Providing For Removal Of Damaged, Disabled Or Snow-Bound Vehicles Of All Types That Have Been Deemed A Hazard To The Motoring Public, And Further Providing For Authorization, Specifications, Nonexclusive Towing Contractor, Qualification Of Contractor, Insurance, Contractor Default, Liability For Subcontractors, Payment Of Bills, Snow Emergency Declaration Provision, Duration Of Contract, Indemnification, Nature Of Relationship; Repealer; Failure To Enforce Not A Waiver; Severability And An Effective Date. (36:00)

Township Manager Tom Petrucci explained that In the past, SWT has bid out towing services after establishing the rate for the services within the bid specifications. Towing services are needed for the PD for the removal of damaged, disabled or snow-bound vehicles of all types that have been deemed a hazard to the motoring public or for towing required by necessary, lawful and appropriate law enforcement actions within the Township. In lieu of continuing the practice of soliciting bids for towing services, Attorney Jennifer Alderfer drafted an ordinance that accomplishes the following items:

- Allows the Township Manager to execute contracts with towing entities.
- Confirms the fact that the BOC will establish the fees for towing services within the approved Fee Schedule of the Township (which said Fee Schedule is approved via Resolution at the first meeting of the new year).
- Incorporates specifications/requirements that are consistent with past practices/requirements of the Township.
- Establishes requirements for insurance and minimum qualifications of the towing entities.

The Ordinance was advertised for adoption in the October 10, 2024, issue of The Parkland Press newspaper, and sent to the LC Department of Law. No public comments were received. This ordinance was extensively reviewed by the PD and is now ready for adoption.

A MOTION was made by Commissioners Roth and Hodges to proceed with adoption of said “Towing” Ordinance. All in favor; none opposed. Vote 5:0; Motion carried.

8. RESOLUTIONS

A. A Resolution Appointing Jennifer Alderfer, Esquire, As The Solicitor To The Planning Commission Of The Township Of South Whitehall And Further Appointing Her As Assistant Solicitor To The Township Of South Whitehall; Approving A Revision To The Adopted 2024 Schedule Of Fees To Provide For An Amended Schedule “D” Which Authorizes Professional Staff Review Fees For The Position Of Director Of Legal Affairs (38:40)

Township Manager Tom Petrucci explained that Section 1201 of Article XII (Township Solicitor) of the First Township Code provides that the BOC may appoint and determine the compensation of a Township Solicitor and, as needed, special counsel. The Township Solicitor or special counsel must be licensed to practice law in the Commonwealth of PA and may be an individual or a law firm, partnership, association or professional corporation. The Township Solicitor or special counsel shall serve at the pleasure of the BOC.

Township management has identified a unique opportunity to create a new position entitled, “Director of Legal Affairs”, which employee shall be responsible for providing expert and strategic legal advice and counsel to the Township on a wide range of issues related to existing and new local and state legislation, compliance with the First Class Township Code, state and federal regulations and the ongoing review of land development plans and agreements for compliance with Township requirements.

The position of Director of Legal Affairs shall serve as the Solicitor of the SWT Planning Commission. The enclosed Resolution effectuates said appointment of Jennifer Alderfer, Esquire, to this position.

Attorney Jennifer Alderfer, Esquire, has practiced law for nearly 20 years following the successful completion of a Doctor of Law degree at the University of Pittsburgh School of Law, and has exemplified the traits of professionalism, competency, and accountability while working closely with SWT officials as an attorney at Zator Law. Attorney Alderfer has demonstrated an impeccable level of ethics and integrity, and this new career venture presents both an exciting opportunity for her as well as the Township.

Enclosed within this resolution is a revision to 2024 SWT Schedule of Fees.

The Resolution as drafted provides for an amendment to the SWT 2024 Schedule of Fees to create a new Schedule “D” which incorporates and authorizes professional staff review fees for the position of Director of Legal Affairs (including both subdivision and non-subdivision fees). Mr. Petrucci is seeking a motion adopting said resolution as presented.

President Kelly welcomed Attorney Alderfer, along with her family, for being here this evening. She explained that she is in support of this resolution, and as a member of the PC has worked with Attorney Alderfer for several years now. She presents with the utmost knowledge and professionalism in her role, and we look forward to this new roll and working even more closely with you here at the Township. The BOC was in agreement expressing similar remarks. (41:51)

A MOTION was made by Commissioners Kelly and Roth to adopt said resolution appointing Jennifer Alderfer, Esq, as Solicitor to the SWT PC, and further appointing her as Assistant Solicitor to SWT; approving a revision to the adopted 2024 Schedule of Fees as explained by Mr. Petrucci. All in favor; none opposed. Vote 5:0; Motion carried.

At this time a statement, prepared by Attorney Joseph Zator, SWT Solicitor, was read by Attorney Andrew Hoffman, who echoed Attorney Zator’s comments. Zator Law thanked Attorney Alderfer for her 11 years of exceptional service to its clients. Attorney Alderfer has done such a tremendous job that SWT has offered her a position as Director of Legal Affairs, which is a tremendous compliment. All those at ZL wish Jennifer the very best. (44:31)

Attorney Alderfer thanked Attorney Hoffman and Attorney Zator for such a gracious send-off. A “Thank You” to the Commissioners and Tom Petrucci for this exciting opportunity in creating this new position. As Andrew mentioned, there is no higher compliment for an attorney than to receive a job offer from a long-term client. She explained that she has done work for the Township almost every day for 11 years now, and said that the Staff, Consultants, everyone here at SWT are top-notch, and she enjoys working with everyone here. She is grateful for this opportunity to create something new and looks forward to starting tomorrow.

B. A Resolution Appointing Joseph A. Zator II, Zator Law, As The Assistant Solicitor To The Planning Commission For The Township Of South Whitehall (45:35)

Township Manager Tom Petrucci explained that with the appointment of Jennifer Alderfer as the Solicitor of the SWT Planning Commission, a Resolution is now necessary to appoint Attorney Joseph Zator (Zator Law) to the position of Assistant Township Solicitor. This Resolution effectuates said appointment of Attorney Joseph Zator to this position.

President Kelly said that Attorney Zator was not in attendance this evening (he was out of town), but felt it important to say how very grateful we are for his representation of our Township on the Planning Commission, and for his support of Jennifer’s appointment. Commissioner Roth added that we are truly blessed to have such wonderful legal representation, be it Attorney Alderfer-Director of Legal Affairs, or Attorney Zator, Attorney Hoffman, and the entire Zator team. We are happy to see that it will continue on in many ways.

A MOTION was made by Commissioners Hodges and Roth to adopt said resolution appointing Joseph A. Zator II, ZL, as the Assistant Solicitor to the SWT PC. All in favor; none opposed. Vote 5:0; Motion carried.

C. A Resolution Of The Board Of Commissioners Of South Whitehall Township, Lehigh County, Pennsylvania, Appointing Englebert Financial Advisors, LLC (1275 Glenlivet Drive, Allentown, Pa 18106) As A Third-Party Administrator To The South Whitehall Township 457 (B) Deferred Compensation Plan (47:20)

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. The plan allows for pre-tax deductions of any amount contributed into the plan; this is consistent with IRS regulations.

The SWT BOC previously enacted Ordinance 1085 during a regular public meeting held on March 6, 2024. Ordinance 1085 amended and restated the SWT 457 (B) Deferred Compensation Plan and amended the Plan Document with an effective date of January 1, 2024. Both Ordinance 1085 and the corresponding Plan Document are included in meeting packet.

The Pension Committee has developed a policy to evaluate potential new Third Party Administrators to the 457 (B) Plan; said policy is also in meeting packet.

Englebert Advisors, LLC has submitted materials that were responsive to the evaluation policy; these materials were reviewed by a sub-committee of the Pension Committee. The sub-committee determined that the materials submitted by Englebert Advisors, LLC were responsive to the Township's evaluation policy. Following review, the Pension Committee approved official action to recommend that the BOC affirm the appointment of Englebert Advisors, LLC as a Third-Party Administrator to the 457 (B) Deferred Compensation Plan. This resolution affirms said appointment.

Following approval of this appointment by way of the above-mentioned Resolution, the Third-Party Administrators for the 457 (B) Plan will be Englebert Advisors , LLC, Nationwide, and Corebridge, LLC.

All eligible employees (either Non-Union or Union) of the Township may select either of the Third-Party Administrators, in their discretion. Mr. Petrucci is seeking a motion for the above-mentioned resolution as presented.

A MOTION was made by Commissioners Johns and Roth to adopt said resolution appointing Englebert Financial Advisors as a Third-Party administrator to the SWT 457 (B) Plan. All in favor; none opposed. Vote 5:0. Motion carried.

9. MOTIONS

A. Motion to Approve use of Fire Police at the Asbury Methodist Church Annual Holiday Bazaar, November 9th. (49:50)

Township Manager Tom Petrucci explained that in 1941, the PA General Assembly enacted the Special Fire Police Law as enumerated in PA statutes. This state law grants local municipalities the authority to confirm and swear-in bona fide members of fire companies as Special Fire Police. As part of the law, it provides for the governing body of the Township to authorize any use of Special Fire Police that is not in accordance with the regular duties. One such event is scheduled to be held on November 9th, 7-9P, at Asbury United Methodist Church, 1533 Springhouse Road—It is their annual Bazaar.

Mr. Petrucci is seeking a motion to use Special Fire Police in accordance with Title 35 for this event.

A MOTION was made by Commissioners Roth and Kelly approving use of Fire Police on November 9th at the Asbury Methodist Church Annual Holiday Bazaar. All in favor; none opposed. Vote 5:0; Motion carried.

B. Motion Granting Permission to Greenawalds Fire Department to Proceed with Firehouse Roof Replacement Project.

Township Manager Tom Petrucci explained that during the course of the 2024 Budget, there were three Capital Projects that were set aside for each of the SWT Fire Departments—Greenawalds, Woodlawn, and Cetronia. We will be looking at each of these requests individually.

Greenawalds FC submitted in their Budget for 2024 a project to replace their roof for which approval was granted in the amount of \$66,000 in the budget. Greenawalds has submitted a COSTARS price request to demolish the existing roof—approximately 50%, and replace with new edging material, and blocking, and with all other relevant materials. The quote submitted is for total of \$42,500, which is under budget, and is allocated. Greenawalds FD is seeking approval to encumber those funds to move forward with the contracting so that it would be encumbered within the 2024 Budget this year.

A MOTION was made by Commissioners Hodges and Roth granting permission to Greenawalds Fire/Rescue to proceed with "Firehouse Roof Replacement Project", said project being completed by Alan Kunsman Roofing & Siding, Inc., in the amount of \$42,500. All in favor (Commissioner Peischl abstained); none opposed. Vote 4:0. Motion carried.

C. Motion Granting Permission to Woodlawn Fire Department to Proceed with Firehouse Roof Replacement Project. (53:12)

Township Manager Tom Petrucci explained this is similar to Greenawalds' request. Woodlawn FD is requesting to replace their roof at their station building. It has been patched several times, and at this point, removal and replacement are now necessary. Woodlawn FD has previously received approval for \$100,000 for this project. Their quote, which is also a COSTARS quote, came in at \$63,000. (Chief Barry Search and Jeffery Kemmer, COO, WFD, were in attendance this evening.) Mr. Petrucci said that Woodlawn FD is seeking a MOTION to approve to encumber these funds in the 2024 Budget and proceed with the project.

A MOTION was made by Commissioners Johns and Roth granting permission to Woodlawn Fire Department to proceed with "Firehouse Roof Replacement Project", said project being completed by Alan Kunsman Roofing & Siding, Inc., in the amount of \$63,000. All in favor; none opposed. Vote 5:0; Motion carried.

D. Motion Granting Permission to Cetronia Fire Department to Proceed with Firehouse Engine Bay Floor Repair Project. (54:32)

Township Manager Tom Petrucci explained as submitted by Cetronia FD, the floors in their engine bay area need to be repaired. Several areas of the floor have cracked and become depressed, with chunks missing. Additionally, the metal flashing under the garage doors has deteriorated. They have obtained a quote in the amount of \$31,580 to complete the entire repair. Approval in the budget was \$29,980, but because the other two projects came in under budget, that money would be able to be absorbed in the 2024 Budget. That being said, Mr. Petrucci is seeking a motion to approve this project so that Cetronia can encumber the funds and move forward with the project.

A MOTION was made by Commissioners Kelly and Hodges, granting permission to Cetronia Fire Department to proceed with "Firehouse Engine Bay Floor Repair Project", said project being completed by First Responder Flooring, LLC, in the amount of \$31,580. All in favor; none opposed. Vote 5:0; Motion carried.

E. Motion to Proceed with Release of Security for: 4741 Chapmans Road. (56:05)

Dave Manhardt, Director, CDD, explained that this Security Reduction is for the Warehouse project at 4741 Chapmans Road, which is a 102,250 SQF warehouse, parking, and associated improvements. The project was originally approved October 2019. They have completed all their improvements; we had the final inspections from The Pidcock Co., and everything is now ready to enter into the maintenance periods. This security reduction represents the reduction to the maintenance amount.

Township Engineer – Tony Tallarida, TPC, said that Mr. Manhardt’s explanation was correct. They will be into an 18-month maintenance period, so we will do an inspection 14-15 months from now to see if there is anything else that is necessary. This amount that is left should cover any remaining items should they choose not to fix it; hopefully all will go well, and we will be able to close-out this project.

A MOTION was made by Commissioners Roth and Johns to proceed with release of security for 4741 Chapmans Road. All in favor; none opposed. Vote 5:0; Motion carried.

F. Motion to Approve Advertising and Placement of Vehicles and Equipment on Municibid Auction Site. (57:51)

Herb Bender, Director of Township Operations, explained that SWT PW Department is respectfully requesting permission to advertise vehicles and equipment for auction on the Municibid site. In the meeting packet, attached to this memo is the complete packet listing the vehicles and equipment that will be placed on Municibid. The revenue generated from the sale of vehicles and equipment will be put in the Capital Reserve Fund to help offset costs for future new vehicles and equipment purchases. Mr. Bender said that there is a resolution which states that anything under \$2,000 we do not have to bring to the Board; however, we did include items under the \$2,000 in the packet as well for informational purposes. The conservative estimated total of this year’s vehicles and equipment sales is \$20,600 on Municibid.

Public Works is respectfully requesting a motion to approve advertising and placement of vehicles and equipment on the Municibid auction site.

President Kelly thanked Mr. Bender and his team for preparing this for the Board and including those items under the \$2,000 amount as well, which is helpful for the Board.

A MOTION was made by Commissioners Roth and Kelly to approve advertising and placement of vehicles and equipment on the Municibid Auction site. All in favor; none opposed. Vote 5:0. Motion carried.

G. Motion to Proceed with Bid regarding Furnish and Delivery of Police Uniforms. (59:43)

Interim Chief of Police, Steve Brown explained that one bid was received and opened on October 25, 2024 at 10A to Furnish and Deliver Police Uniforms. The bid tabulation is included in meeting packet. This bid was advertised once in a local publication, as required by law, and 36 vendors downloaded and received the bid documents. The submitted bid was reviewed by Donna Zackeru, and Interim Police Chief Brown and we are both in agreement with awarding the contract to Patriot Workwear. This contract was previously awarded to Patriot in 2020 with subsequent contract extensions up until this point. The SWT PD has been satisfied with the service and uniform items provided and feel a new contract will provide the same.

We are recommending, and respectfully requesting permission to issue a contract to Patriot Workwear for the purchase of Police uniforms on an as-needed basis, at the submitted bid unit cost pricing.

President Kelly thanked Interim Chief Brown and Donna Zackeru from our FN Department for assisting in this bid process and preparing this information for the Board this evening.

A MOTION was made by Commissioners Hodges and Roth to proceed with bid regarding the furnish and delivery of Police Uniforms as explained by IC Brown. All in favor; none opposed. 5:0; Motion carried.

10. CORRESPONDENCE AND INFORMATION ITEMS

A. Boards and Commissions – Informational Items/Vacancies (1:01:11)

B. South Whitehall Township Hometown Heroes Banner Program – Go Live Date November 8th. (1:01:58)

Township Manager Tom Petrucci said that he is pleased to announce that the Hometown Heroes Banner Program for SWT is opening up this Friday, November 8th. We will accept applications through March 7, 2025. The new banners would then be installed in Spring of 2025 in advance of Memorial Day, Monday, May 26, 2025. The banner features the service members name, rank and title, branch of armed service, era of service, war served, service dates, prestigious medals, photo, and a sponsor by section to include sponsor's name. This Information also provided on Township website, as well as application materials, along with specified process to be followed. Applications will be accepted on a rolling basis, and once we have filled the initial 12 spots, there will not be any additional spots for the year. However, Township will be looking at subsequent locations for future. After this go-round, Mr. Petrucci said that this process will be reopened again.

President Kelly said this is a wonderful program and wanted to thank Mr. Petrucci and all who were involved in bringing this program to fruition for our Township and for the honoring of our veterans. The entire Board shared similar comments regarding this program and were all very pleased/excited for the implementation of this program here at SWT.

11. DIRECTION/DISCUSSION ITEMS (1:06:20)

A. Motion to Proceed with Advertising of Request for Proposal (RFP) regarding the South Whitehall Transportation Plan Addendum.

Dave Manhardt, Director, CDD, explained that this is furthering along with the Comprehensive Plan Implementation—we had three items in the Implementation Plan—Active Transportation, the Safety Plan, and the Transportation Plan. The Engage, Active, Safety (first phase) has already been completed. For the second phase, we are looking at reclassifying roads, looking at the freight network, identifying truck routes, truck restrictions, congestion analyses, along with management strategies.

A few months back we were looking at a similar RFQ to look at probe data, to have a consultant prepare that data for us in a usable form, in order to write this next phase of the Transportation Plan. What we are looking at now is to add an Addendum to that RFQ, where we are looking for them to prepare the report—the full Plan, so that we can evaluate our timing. We want to put this on the street and hopefully come back to the Board first meeting in December to move forward with in the beginning of the year.

President Kelly thanked Mr. Manhardt, and Chris Stroehler, and their department in how they continue to move the CP forward, and certainly traffic here in the Township is something the Commissioners receive a lot of feedback on. We are really excited to see this continually moving forward with, and to study and to come up with a game plan for public safety.

A MOTION was made by Commissioners Roth and Kelly to proceed with the advertising of an RFP regarding the SW Transportation Plan Addendum. All in favor; none opposed. Vote 5:0; Motion carried.

12. OLD BUSINESS – NONE.

13. COURTESY OF THE FLOOR - Public Comment on Non-Agenda Items – NONE. (1:09:28)

14. MOTION TO AUTHORIZE PAYMENT OF INVOICES & DISBURSEMENTS

A. Invoices and Disbursements (1:09:42)

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.

15 EXECUTIVE SESSION

A. Scheduled Accordingly – NONE.

16. ADJOURNMENT

A. Motion to Adjourn – At 8:10P a MOTION was made by Commissioners Roth and Peischl to adjourn. All in favor; none opposed. Vote 5:0; Motion carried.

17. APPROVED: On November 20, 2024, a MOTION was made by Commissioners Peischl and Kelly to approve the November 6, 2024, Board of Commissioners Meeting Minutes. All in favor; none opposed. Vote 4:0; Motion carried. (Commissioner Johns was absent this evening.)

Fund Summaries for 2025 Budget

The following summarizes the 2025 Budget:

General Fund

SWT is projecting \$20.88 million in revenues for 2025. This is an 5% increase over the year 2024. Budgeted expenditures are also projected at \$21,55 million, which is an increase of 8% from 2024.

Revenue: \$20,881,474.37
Expenses: \$21,559,923.37
2024 Cash Carry forward: \$678,449.00
Surplus: \$0

For the 2025 Budget, we will be earmarking the use of \$678,449 from the 2024 Cash Carry forward (Fund Balance) to fund the Scanning Project for 2025.

This puts our fund balance at \$11.3 million as of the end of 2024. The fund balance policy for general requires between 20%-30% of the yearly GF revenues. At the end of 2024 we will be at approximately 54%.

We are forecasting the 2024 cash carry forward to be \$4,814,988.40. Of this amount, \$3,000,000 is still combined with the Fiscal Stability monies earning additional interest and as mentioned above \$678,449 will be earmarked for the 2025 Scanning Project.

Interest earned to date on General Fund Fiscal Stability monies: \$367,238.81. The current APY is 5.0%.

My notes re: cash carry forward:

Our cash carry forward number for General Fund is again healthy. There are several factors that feed this every year:

- Unspent carry forward from prior years
- Revenues coming in higher than projected
- Department's spending less than the original anticipated need
- Some accounts are funded for unforeseen circumstances

Fire Fund

SWT is projecting \$1.36 million in revenues for 2025. This is less than a 1% decrease over the year 2024. Budgeted expenditures are projected at \$1,160,000, which is an increase of 32% from 2024.

Revenue: \$1,360,000
Expenses: \$1,160,000
Surplus: \$200,000

The \$200,000 surplus will be transferred into the Fire Apparatus account from the 2025 Fire Tax Revenues. Additionally, there will be a \$200,000 transfer from the General Fund into the Fire Fiscal Stability, that will be put towards the future purchase of the replacement radios for the Fire Departments.

We are forecasting the 2024 cash carry forward to be \$816,374.21. This will also help with the upcoming radio replacement project.

The cash carry forward will also be used to get the Fire Fund operations through the first 3 months of the year, until 2025 Fire Tax revenue starts to come in.

Interest earned to date on Fire Fiscal Stability monies: \$341.94. The current APY is 0.55%.

My notes re: cash carry forward:

From the onset, the fire budget is structured to end up with a surplus that can then be used for the following:

- Save for Fiscal
- Save for Apparatus and Radio Replacement Project
- Save for Capital
- Have funds to maintain operational expenses without relying on a loan from the General Fund until tax revenues start flowing

Water Fund

We are forecasting the 2024 cash carry forward to be \$3,220,113.65.

SWT is projecting \$13.04 million in revenues for 2025. This is a 167% increase over the year 2024. Budgeted expenditures are projected at \$10.83 million, which is an increase of 148% from 2024.

Revenue:	\$13,042,704.60
Expenses:	\$10,836,488.14
Surplus:	\$2,206,216.46

LCA is raising their Water rates by 4.95% for 2025.

There is no water rate increase being passed on to SWT residents in 2025.

This puts our fund balance at \$8.1 million as of the end of 2024, which is greater than the \$5 million required in the fund balance policy.

Interest earned to date on Water Fiscal Stability monies: \$196,727.05. The current APY is 5.0%.

My notes re: cash carry forward:

The water budget is structured to build the fund balance to prepare for future capital infrastructure expenses. This also includes unspent carry forward from prior years.

The biggest factor contributing to the 167% increase in Revenue and the 148% increase in Expenses is due to the start of the Nestle Project coming on board in 2025. They will be using up to 500,000 gallons/day of water.

Sewer Fund

We are forecasting the 2024 cash carry forward to be \$1,952,840.46.

SWT is projecting \$3.89 million in revenues for 2025. This is a 6% decrease over the year 2024. Budgeted expenditures are projected at \$3.89 million, which is a decrease of 5% from 2024.

Revenue: \$3,895,914

Expenses: \$3,895,914

Surplus: \$0

LCA is raising their sewer rates by 4.7% in 2025.

There is a 4% sewer rate increase being passed on to SWT residents in 2025. This is based on the Sewer Rate study that has been conducted in 2024.

This puts our fund balance at \$5.23 million as of the end of 2024, which is less than the \$10 million required in the fund balance policy. This requirement was set as such due to the Kline's Island expansion.

Interest earned to date on Sewer Fiscal Stability monies: \$131,579.86. The current APY is 5.0%.

My notes re: cash carry forward:

The sewer budget is structured to build the fund balance to prepare for the Kline's Island expansion as well as any other future capital infrastructure expenses. This includes unspent carry forward from prior years.

With the recommendation from the rate study and LCA's 2025 rate increase, it's imperative that we do at least the recommended 4% increase in 2025.

2025 Proposed Sewer Rates (4% increase)

Sewer Flat (rate/EDU) = \$91.00/quarter (increased from \$87.50/EDU)

Sewer Metered = \$4.98/1,000gallons (increased from \$4.79/1,000gallons)

Sewer Base Charge = \$36.00/quarter (increased from \$35.00/quarter)

Refuse Fund

We are forecasting the 2024 cash carry forward to be \$323,101.53.

SWT is projecting \$5.09 million in revenues for 2025. This is a 1% increase over the year 2024. Budgeted expenditures are projected at \$4.65 million, which is an increase of 2% from 2024.

Revenue: \$5,095,440.00

Expenses: \$4,651,046.88

Surplus: \$444,393.12

There is no refuse rate increase being passed onto SWT residents in 2025.

This puts our fund balance at \$323,101.53 at the end of 2024, which is \$452K less than what is required in the fund balance policy.

The surplus is due to the first- and second-year period of the 5-year contract. In order to maintain one rate over the course of the entire contract, we will see this even out as we near the end of the 5 years.

State Highway Aid Fund

SWT is projecting \$718.6K in revenues for 2025. This is a 1% decrease over the year 2024. Budgeted expenditures are projected \$676K, which is a decrease of 16% from 2024.

Revenue: \$718,599.04

Expenses: \$676,917.00

Surplus: \$41,682.04

The forecasted 2024 cash carry forward is \$435,452.23.

Open Space Fund

SWT is projecting \$45.6K in revenues for 2025. This is a 55% decrease over the year 2024. Budgeted expenditures are projected at \$214K, which is the same amount from 2024 due to carrying over the Vistas project from 2024 to 2025.

Revenue: \$45,635.75
Expenses: \$214,034.00
Deficit: \$-168,398.25

We are forecasting the 2024 cash carry forward to be \$442,741.40.

ARPA Fund

SWT currently has \$1,566,540.71 remaining in ARPA funds. Of that, \$1,000,000 has already been appropriated towards replacing an existing aerial truck that has reached the end of its useful life and serves the entire Township. The interest that has been received for the ARPA monies has also been earmarked for any additional costs that may be incurred for the truck purchase from the original cost allocation in 2023. That leaves the remaining ARPA funds still to be encumbered by the Police department due to the Body Cameras coming in well below the anticipated costs.

Debt Service Fund

The total of the Debt Payments for 2025 will be \$1,057,500. Of that, \$685,000 is principal and \$372,000 is interest. Below are the breakdowns by fund for the 2025 Bond payments:

Water Fund: Interest = \$24,073.00
Principal = \$163,031.00
Total = \$187,104.00

General Fund: Interest = \$348,427.00
Principal = \$521,969.00
Total = \$870,396.00

Capital Fund

2025 capital requests total \$2,388,909.00.

When capital requests are submitted the funding sources for those requests come from several places: grants, interfund transfers, and the cash carry forward of the Capital Fund.

We identify those 2025 Capital funding sources as follows:

- \$285,966 in grant revenue
- \$10,000 in requested donations for the K9 purchase
- \$214,034 interfund transfer from the Open Space Fund
- \$848,969.72 interfund transfer from the General Fund
- \$1,029,939.28 as the forecasted 2024 cash forward of the Capital Fund

My notes re: cash carry forward:

There are three major contributors to a forecasted capital cash carry forward:

- Unspent carry forward from prior years
- Projects coming in under budget
- Projects being done in-house cheaper
- Herb's cost sharing agreements for paving
- Sale of Fixed Assets