



BOARD OF COMMISSIONERS

PUBLIC MEETING

AGENDA-MINUTES

September 16, 2020

1. CALL TO ORDER: 7:00 p.m.

As this is a virtual GoTo Meeting, Township Manager Renee Bickel took a Roll Call for attendance purposes as follows:

Commissioner Wolk:	HERE
Commissioner Mobilio:	HERE
Commissioner Setton:	HERE
Commissioner Kelly:	HERE
Commissioner Morgan:	HERE

Attendees: Commissioner Christina (Tori) Morgan, President
Commissioner Diane Kelly, Vice President
Commissioner Michael Wolk, Assist. Secretary
Commissioner Joe Setton
Commissioner Matthew Mobilio
Jennifer Alderfer, Twp. Solicitor, Zator Law Offices
Anthony Tallarida, Twp. Engineer, The Pidcock Company
Renee Bickel, Township Manager
Randy Cope, Director of Twp. Operations
Herb Bender, PW Superintendent
Mike Elias, PW Utility & MS4 Coordinator
Steve Carr, Director of Finance - Absent
Chief Glen Dorney, SWT Police Department
George Kinney, Director of Community Development
Tom Harper, Code Enforcement Program Manager
Tracy Fehnel, Executive Assistant

2. PLEDGE OF ALLEGIANCE

3. NOTIFICATION: All Public sessions of the South Whitehall Township Board of Commissioners are electronically recorded, filed, and posted on BoardDocs for the Public's access.

***(boarddocs.com; USERNAME: swhitehall; PASSWORD: swtpublic)**

4. MINUTES

a. September 2, 2020 - BOC Meeting Minutes

A MOTION was made by Commissioner Setton, which was seconded by Commissioner Mobilio, to approve the September 2, 2020 BOC Meeting Minutes.

Roll Call Vote as follows:

Commissioner Wolk:	AYE
Commissioner Mobilio:	AYE
Commissioner Setton:	AYE
Commissioner Kelly:	AYE
Commissioner Morgan:	AYE

Motion carried.

5. **PRESENTATIONS**: None.

6. **ORDINANCES**: None.

7. **RESOLUTIONS**:

a. **A Resolution Extending the Conditional Preliminary-Final Approval Granted to a Major Plan Entitled "4741 Chapmans Road Warehouse Facility 2019"**

George Kinney, Director, Community Development Department, explained that this is a request for a one-year extension for 4741 Chapmans Road Warehouse Facility, for the conditional preliminary/final Land development plan approval period which is set to expire on or about October 16, 2020. This request is being made to allow the applicant additional time to satisfy remaining outstanding conditions of approval.

This plan was granted conditional preliminary/final approval on October 16, 2019, under Resolution 2019-47. Applicant was in attendance.

Kevin Horvath, Keystone Consulting Engineers, gave brief update on progress of project. NPDES permit obtained. Project was subject to many outside agency approvals, with significant progress made on a lot of these. Lots of loose ends, which they are hoping to tie up in the next few months. Simply requesting a year extension to avoid the possibility of coming back to the BOC again—does not feel it will take a year to clean up the remaining items.

Neither Attorney Lisa Pereira, Broughal & DeVito, or Township Engineer, Tony Tallarida had an objection to the extension.

President Morgan asked Mr. Horvath to provide a time-line with updates as they progress towards the one-year extension deadline.

George Kinney was in agreement with both Attorney Pereira and Tony Tallarida, in that he feels Applicant has moved as quickly as possible with all the regulating agencies they have been working with. Feels this should be wrapped up within six months.

The Board was in agreement that, as part of the approval of above-mentioned resolution, if applicable, the Applicant will come back at six-months to give a status update if project has not yet been wrapped up.

All BOC/Public questions were answered.

MOTION made by Commissioner Kelly, which was seconded by Commissioner Wolk, granting approval of Resolution Extending the Conditional Preliminary-Final Approval Granted to a Major Plan Entitled "4741 Chapmans Road Warehouse Facility 2019", with the condition that if the project has not been wrapped up by six months, that a status update would be given to the Board at that time.

Roll Call Vote as follows:

Commissioner Wolk:	AYE
Commissioner Mobilio:	AYE
Commissioner Setton:	AYE
Commissioner Kelly:	AYE
Commissioner Morgan:	AYE

Motion carried.

b. A Resolution Extending the Conditional Preliminary-Final Approval Granted to a Minor Plan Entitled "Blue Barn Estates"

George Kinney, Director, Community Development Department, explained that this is a request for an extension for the property located at 1530 Blue Barn Road. On October 2, 2019, the Board approved Resolution 2019-50, granting preliminary/final plan approval subject to 15 conditions. Condition #15 of that resolution permitted 12 months (October 2, 2020) to satisfy all conditions. Applicant working toward final plan approval. The majority of the conditions are already satisfied. This three-month extension they are asking for appears to be reasonable to complete remaining development and financial agreements. Applicant, Mr. Dave Posocco, was in attendance.

Mr. Posocco said just cleaning up some loose ends, and will almost make the October 2nd deadline, but CD Planner, Gregg Adams, recommended we get this extension "just in case". Do not anticipate using many of those 90 days—feels it's good to have them just in case.

Attorney Alderfer, Zator Law Offices, said they had conference call last week with Mr. Posocco, along with his council and engineer, and agrees with everything Mr. Posocco said. There is very little that needs to be done, and they may very well meet the October 2nd deadline. Feels to be on the safe side, especially in light of current recording process, that the extension is warranted. We do have the final form of the developer's agreements agreed upon, they just have not been executed yet. Waiting to hear back from bank regarding security.

Tony Tallarida, The Pidcock Company, said that there aren't any engineering issues that need to be worked on, so Pidcock has no objections either to this extension request.

George Kinney said he is also comfortable with extension.

There were no questions by BOC/Public at this time.

A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Wolk, to move forward with the approval of Resolution Extending the Conditional Preliminary-Final Approval Granted to a Minor Plan Entitled "Blue Barn Estates".

Roll Call Vote as follows:

Commissioner Wolk:	AYE
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Commissioner Mobilio: AYE
Commissioner Kelly: AYE
Commissioner Setton: AYE
Commissioner Morgan: AYE
Motion carried.

c. Resolution Authorizing Township Manager to Sign and Submit Pennsylvania Department of Transportation Form M-950AA

Township Engineer, Tony Tallarida, explained that the reason for this resolution is that when a Township owns a utility, in the state right-of-way, they are required to be the Applicant. As part of our engineering review, we review the application and documents, and then recommend Township Manager to sign. PennDOT has recently required another document to be added, and which will accompany the application and other documents. This is an authorization, in the form of a Resolution, for the Board to show that Renee Bickel, as Township Manager, would be allowed to sign these PennDOT documents on behalf of the Township. In the future, as these applications come in, a Resolution will be required, and then Township Manager can sign applications/form. This resolution is a general approval, which will be used multiple times.

At this time, no questions/comments by Board/Public.

A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Morgan, to move forward with the above-mentioned resolution Authorizing Township Manager to Sign and Submit Pennsylvania Department of Transportation Form M-950AA as discussed by Mr. Tallarida.

Roll Call Vote as follows:
Commissioner Wolk: AYE
Commissioner Mobilio: AYE
Commissioner Kelly: AYE
Commissioner Setton: AYE
Commissioner Morgan: AYE
Motion carried.

8. MOTIONS

a. Motion Requesting Permission to Award Bid for the Whitehall & Huckleberry Water Station Fencing Project

Herb Bender, Superintendent of PW, explained that PW is seeking approval to have the fencing installed around the water station at Whitehall & Huckleberry. PW has solicited three quotes and is recommending award of the project to Anchor Fence in the amount of \$15,265. This project was budgeted for \$35,000 in the capital account. We are required by PA DEP to put fencing around all the water stations. It needs to be 7' high, which increases the cost a bit. There are other stations that will need to be fenced at some point.

All Board/Public questions were answered.

A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Wolk, to award bid for the Whitehall & Huckleberry Water Station Fencing Project to Anchor Fence in the amount of \$15,265.

Roll Call Vote as follows:

Commissioner Wolk:	AYE
Commissioner Mobilio:	AYE
Commissioner Kelly:	AYE
Commissioner Setton:	AYE
Commissioner Morgan:	AYE

Motion carried.

b. Motion Requesting Permission to Place Equipment and Vehicles on Municibid

Herb Bender, Superintendent of PW, explained that PW is seeking approval to place some equipment and vehicles on Municibid. This equipment has been replaced or is going to be replaced shortly. Currently there are 11 items to go on Municibid. Items were displayed for Board. Price listed is lowest amount, but many times amount received for item is higher.

All Board/Public questions were answered.

A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Wolk, granting permission to place equipment and vehicles on Municibid.

Roll Call Vote as follows:

Commissioner Wolk:	AYE
Commissioner Mobilio:	AYE
Commissioner Kelly:	AYE
Commissioner Setton:	AYE
Commissioner Morgan:	AYE

Motion carried.

c. Motion Requesting Permission to Proceed with Purchase of Fire Truck

Chris Kiskeravage, Township Fire Commissioner, explained he is before the Board this evening with regard to the purchase of a new Fire Engine. At the September 14, 2020 Volunteer Fire Subcommittee Meeting, the committee discussed the moving forward with the purchase of a new fire engine to replace engine 3212 (1998-Seagraves) at the Woodlawn Fire Station. This project has been in motion with the Woodlawn Truck Committee since January 2019. This Committee looked at several different manufacturers, which were all on COSTARS. After months of research and work, we picked the Spartan Fire Engine. Several factors went into picking this manufacturer. Woodlawn has a 2012 Spartan Pumper/Tanker in service at the station, so members of the Fire Department, as well as the mechanics, are familiar with Spartan fire apparatus. With the manufacturer and the truck committee, we went through the apparatus purchase line-by-line, so we were able to address the needs with fiscal responsibility of taxpayers' money.

Chris explained if we move forward with the purchase of the new Spartan Fire Engine, the apparatus cost is \$627,837, with half of the payment needed at time of order, and the remainder at delivery. Once the order is placed, we are looking at a delivery of no more than

400 days. This puts delivery at end of 2021. Chris showed the schematic of the truck, which was also part of Board packet. Comparison of prices was also done. Woodlawn Fire Chief James Kish added that they are hoping to get 20 years out of this new truck. He explained that they have talked to almost every fire apparatus company out there to get what we want, need, and to be fiscally responsible. The Committee really did a great job with this and this truck will serve us and the Township and surrounding municipalities for a very long time.

Township Manager Renee Bickel said that the down payment and the final payment will be coming out of the Fire Apparatus Plan. The down payment is easily covered. The remaining payment will be covered as well--this comes out of a specified Fire Apparatus Plan. President Morgan said that Fire Commissioner Chris Kiskeravage has worked closely with Steve Carr, Director of Finance, and Township Manager Bickel, on that cost in order to make sure that money is best spent.

All Board/Public questions were answered.

A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Wolk, granting Permission to Proceed with Purchase of Fire Truck as discussed above.

Roll Call Vote as follows:

Commissioner Wolk:	AYE
Commissioner Mobilio:	AYE
Commissioner Kelly:	AYE
Commissioner Setton:	AYE
Commissioner Morgan:	AYE

Motion carried.

d. Motion Requesting Permission to Proceed with Woodlawn Fire Department Truck Port Project

Chris Kiskeravage, Township Fire Commissioner, explained that at the September 14, 2020 Volunteer Fire Subcommittee Meeting, the Committee recommended that the truck port project at Woodlawn proceed to the BOC meeting agenda for September 16, 2020. This project was determined to be time sensitive with the concrete work; prompting the Committee to make the recommendation.

Project Cost is as follows:

<u>Vendor</u>	<u>Scope</u>	<u>Cost</u>
Danner Paving	Excavate/Stone	\$1,100.00
4 Winds	Concrete Work	\$2,461.00
American Steel	Structure	\$11,500.00
Total Project Cost		\$15,061.00

All Board/Public questions were answered.

A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Morgan, granting Permission to Proceed with Woodlawn Fire Department Truck Port Project as explained above.

Roll Call Vote as follows:

Commissioner Wolk: AYE
Commissioner Mobilio: AYE
Commissioner Kelly: AYE
Commissioner Setton: AYE
Commissioner Morgan: AYE
Motion carried.

9. CORRESPONDENCE AND INFORMATION ITEMS:

a. Police Chief – Statistics Report

Chief Dorney explained that for the month of August the PD handled 1058 calls for service, which 149 of those were self-initiated. Self-initiated activity is 14%. Most common report we respond to are EMS calls at 220.

Crime Statistics – 100 reported crimes in August. Arrests were 60, of which 11 were self-initiated. Self-initiated activity is 18%. Arrest ratio is about 60%. Crime is down 23.40%. Arrests are down 30.94%.

b. Township Engineer – Report

Tony Tallarida said that we have four items with the PC, continue to get new submissions, expansions of existing facilities, and construction is ongoing. Will be wrapping up some of the construction/paving in the next month of so as it gets colder out.

c. Public Notice – Planning Commission Meeting, Thursday, September 17, 2020, at 7:00 p.m. – FYI.

d. Public Notice – Planning Commission Meeting, Wednesday, September 30, 2020, at 7:00 p.m. – FYI.

10. DIRECTION/DISCUSSION ITEMS:

President Morgan explained that she and Commissioner Setton did meet with the Volunteer Fire Subcommittee on September 14, 2020, to discuss the purchase of the Truck, as discussed earlier this evening, as well as some other capital items.

Commissioner Wolk said that based on feedback from our citizens he wanted to bring up the topic of “transparency of government” and changes that he feels should be made in order to have more transparent government. He, therefore, wanted to make the following motion.

MOTION - As a standard practice, SWT will proactively post specific openings on the SWT website so that people can see the open positions and have the opportunity to apply for the position. The open position posting will include the qualifications for the position, the selection criteria, and a detailed explanation about the application and interview process.

He feels this standard practice would promote things we all endorse. It would promote an open recruitment and selection process, as well as equal and open opportunities for all our citizens, and it would promote diversity.

Commissioner Kelly was in agreement with this and seconded the MOTION.

President Morgan touched on the misuse of the word “transparency”. She said we are certainly being transparent and go to great lengths to get information out. We are not hiding information in any shape, way or form. This information is also in newsletter, which all residents get. She would not be inclined to make a motion as extensive as the one Commissioner Wolk mentioned without giving Staff and the Board an opportunity to figure out the best way to do things. President Morgan said she does not believe it is a transparency issue at all. We do follow the process when interviewing candidates and making appointments. With our new website, we will be able to provide even better information. The process is, if someone is interested in volunteering, they should fill out an application and submit it. Then, when a position opens, all individuals who are interested in said position, will be called to come in for an interview. Then a recommendation would be made to the full Board and the Board votes on the candidate.

Roll Call Vote as follows:

Commissioner Wolk:	AYE
Commissioner Mobilio:	NO
Commissioner Kelly:	AYE
Commissioner Setton:	NO
Commissioner Morgan:	NO
Motion did not carry.	

President Morgan said she feels we all agree with the concept, and we will be looking at different ways to promote additional information, in addition to what we already do, along with our new website.

11. OLD BUSINESS – Township Manager Renee Bickel touched on the following:

- a. **Wehrs Dam – Status:** Township Manager Renee Bickel said that we still have not received any word from PA DEP on status of permit.
- b. **Campus Renovation Project – Status:** Timeline remains consistent, with potential end of year/end of January 2021 completion. Project is trending a little under 1% of budget project at this point.
- c. **Credit Cards – Status:** Steve is looking at October 31st –ironing some things out with credit cards and being able to go live at the end of October.
- d. **Website** – Actively working on the framing of our website, which looks good. We’ve taken the analytics from the old website in terms of popular pages, and incorporated into some of the button function on the new website. As soon as we get a prototype which we are able to share, we will share this in advance of going live with it. Training continues with the agenda software, which will be rolled out in advance of the

website. This is about a three-month training process. Training occurs weekly. Good progress with those platforms.

12. COURTESY OF THE FLOOR

- a. Brian Hite, 1273 Eck Road. Topic - Reinstallation of the No-Parking Signs. Parking of trucks—becoming safety issue. Also touched on infrastructure—when are the road improvements and stormwater facilities going to be built.
- b. Dave Burke. Topic - Update on Comp Plan
- c. Robert Hodges, 1707 Penns Crossing. Topic - Would like terms for Parks & Recreation positions to be added.
- d. Lee Solt. Topic – When will in-person meetings begin again. No solid answer for this as of yet. Township Manager Renee Bickel said goal is to do this as soon as possible, but building still under construction, and currently we still have to limit attendees indoors, in addition to the technical challenges with having both live platform being integrated with the GoTo meeting at this time. Continuing to work on those solutions. Stay tuned and we will see what the future brings. Our #1 goal will always be the health and safety of our Residents, as well as our Staff.

13. PAYMENT OF INVOICES:

- a. **Invoices and Purchasing Requisitions have been reviewed by the Township Manager and the Director of Finance, who authorize that checks be issued to pay bills as tabulated.**

A MOTION was made by Commissioner Kelly, and seconded by Commissioner Mobilio, to approve the payment of all invoices. All in favor; none opposed.

Roll Call Vote as follows:

Commissioner Wolk:	AYE
Commissioner Mobilio:	AYE
Commissioner Setton:	AYE
Commissioner Kelly:	AYE
Commissioner Morgan:	AYE

Motion carried.

14. EXECUTIVE SESSION: No executive session after this meeting.

15. ADJOURNMENT: At 8:44 p.m. a MOTION was made by Commissioner Kelly, which was seconded by Commissioner Mobilio, to adjourn. All in favor; none opposed.

16. APPROVED: October 7, 2020

A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Setton, to approve the September 16, 2020, BOC Meeting Minutes.

Roll Call Vote as follows:

Commissioner Wolk:	AYE
Commissioner Mobilio:	AYE
Commissioner Setton:	AYE
Commissioner Kelly:	AYE
Commissioner Morgan:	AYE
Motion carried.	