



BOARD OF COMMISSIONERS

PUBLIC MEETING

AGENDA-MINUTES

December 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 Kelly:	HERE
Commissioner Setton:	HERE
Commissioner Morgan:	HERE

Attendees: Commissioner Christina (Tori) Morgan, President
Commissioner Diane Kelly, Vice President
Commissioner Michael Wolk, Assist. Secretary
Commissioner Matthew Mobilio
Commissioner Joe Setton
Joseph A. Zator, 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
Scott Boehret, Finance Manager
Chief Glen Dorney, SWT Police Department
George Kinney, Director of Community Development
Tracy Fehnel, Exec. 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)**

President Morgan wanted to take the time to thank our PW Department and all our Emergency Services people for all their hard work during this Winter Storm in keeping us safe and our roads safe for us. Our thoughts are with them at this time.

4. MINUTES

a. November 18, 2020 - BOC Meeting Minutes—A MOTION was made by Commissioner Wolk, which was seconded by Commissioner Mobilio, to approve the November 18, 2020 BOC Meeting Minutes as presented.

Roll Call Vote as follows:

Commissioner Wolk: AYE
 Commissioner Mobilio: AYE
 Commissioner Kelly: NO
 Commissioner Setton: AYE
 Commissioner Morgan: AYE
 Motion carried.

b. December 2, 2020 – BOC Meeting Minutes—A MOTION was made by Commissioner Mobilio, which was seconded by Commissioner Setton, to approve the December 2, 2020 BOC Meeting Minutes as presented.

Roll Call Vote as follows:
 Commissioner Wolk: AYE
 Commissioner Mobilio: AYE
 Commissioner Kelly: NO
 Commissioner Setton: AYE
 Commissioner Morgan: AYE
 Motion carried.

5. **PRESENTATIONS:** None.

6. **ORDINANCES:**

a. Advertised as Required - An Ordinance Of The Township Of South Whitehall, County Of Lehigh, And Commonwealth Of Pennsylvania, Setting And Reaffirming The Rates Of Taxation Referred To In Chapter 2, "Taxation", Of The Codified Ordinances Of South Whitehall Township, Fixing The Tax Rate For The Year 2021 And Appropriating Specific Sums Estimated To Be Required For The Specific Purposes Of The Township Government, Hereinafter Set Forth, During The Current Fiscal Year And Providing For A Repealer Clause, Severability Clause And Effective Date

Township Manager Renee Bickel explained that this represents the culmination of a lot of work done by staff and getting the budget to a point where no tax increases are proposed. We are proud to be able to present it to you this evening. This is the final step. Several Workshop Sessions were held, and we held two previous readings on the budget. Scott Boehret, Finance Director, explained this is the final step in the budget process, which is setting taxation rates already in place. He also reiterated, no tax increase for 2021 year and Budget has been read/presented both on November 18th and December 2nd.

Comments/Questions answered by both Board and Public at this time.

A MOTION was made by Commissioner Mobilio, which was seconded by Commissioner Setton, to move forward with the adoption of the 2021 Budget as previously presented and as discussed this evening.

Roll Call Vote as follows:
 Commissioner Wolk: NO
 Commissioner Mobilio: AYE
 Commissioner Kelly: NO
 Commissioner Setton: AYE

Commissioner Morgan: AYE
Motion carried.

7. **RESOLUTIONS:**

a. **A Resolution Appointing Laura Harrier as the Primary Building Code Official of South Whitehall Township**

Township Manager Renee Bickel explained that this is routine—we are doing some internal shift in job responsibilities. This would be effective January 1, 2021. George Kinney, Director, Community Development Department explained this gives the CD Dept the opportunity to bring this service in-house, into the CD Dept, where it is not currently housed, which will help us expedite services, which in turn will help the residents out. Laura is heavily involved on the zoning side of things, as well as the land-planning side of things. So to bring that experience into the building aspect will be very beneficial. She's a great employee and he wholeheartedly supports this recommendation.

Board/Public questions/comments taken at this time.

A MOTION was made by Commissioner Morgan, which was seconded by Commissioner Setton, to appoint Laura Harrier as the Primary Building Code Official for South Whitehall Township.

Roll Call Vote as follows:

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

Motion carried.

b. **A Resolution Appointing Aaron Silverstein as South Whitehall Township Zoning Officer**

George Kinney, Director, Community Development Department, explained that we have had lengthy conversations with both Laura and Aaron. As a manager, especially in a small department, you want to give people the opportunity to rise up in that organization, otherwise you run the risk of losing them. These are exciting opportunities where both Laura and Aaron are looking forward to. These are two good, but critical moves, creating a department with a skill set that cross pollinates, in addition to being a real benefit to the citizens moving forward. Laura and Aaron would both be involved in the process of a zoning re-write when that occurs with regard to the CP update.

Board/Public questions/comments taken at this time.

A MOTION was made by Commissioner Mobilio, which was seconded by Commissioner Setton, to appoint Aaron Silverstein as South Whitehall Township Zoning Officer.

Roll Call Vote as follows:

Commissioner Wolk:	AYE
Commissioner Mobilio:	AYE

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

c. A Resolution Authorizing the Tax Collector of South Whitehall Township to Appoint Scott Adams, III to Serve as a Tax Collector Deputy for the Township of South Whitehall

Township Manager Renee Bickel explained that SWT Tax Collector Lynne-Ann Kocon has deputies who assist her in her roll as Tax Collector. These deputies assist in the collection of our taxes (real estate) and Parkland School District taxes. Mr. Adams will then be sworn in at the DA's office once resolution has been approved.

Board/Public questions/comments taken at this time.

A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Setton, authorizing the appointment of Scott Adams, III to serve as tax collector deputy.

Roll Call Vote as follows:

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

Motion carried.

d. A Resolution Extending Conditional Offer Of Employment To The Entry-Level Position Of Patrol Officer In The Township's Police Department To Candidate Number 40141 Conditioned Upon The Individual Satisfactorily Completing Medical And Psychological Examinations To Confirm Their Fitness For Duty

Chief Glen Dorney explained this is procedural in nature. We are working our way through CSC List. This is the next candidate on the list who we would like to offer a conditional offer of employment to. This will allow us to start working on the background information and continue through with the hiring process for one of the open vacancies.

Board/Public questions/comments taken at this time.

A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Mobilio, to move forward with extending the conditional offer of employment to Candidate Number 40141 as presented above by Chief Glen Dorney.

Roll Call Vote as follows:

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

Motion carried.

e. A Resolution Extending The Conditional Preliminary/Final Approval Granted To A Major Subdivision Plan Entitled "1960 Harold Avenue"

George Kinney, Director, Community Development Department, explained approval was given back on December 18, 2019. At part of this resolution, condition #11 says that applicant shall meet all the conditions, along with recording of the plan within 12 months, which would be December 18, 2020.

Mr. Dave Posocco was in attendance and he explained that due to COVID, things got hung up in PA DEP for 6 months getting their sewer module. Everything was on hold until they received that, just a few weeks ago. Need one item from insurance and the mylars have to be signed, but everything else is done. Just need a few more days. Request is for a 90-day extension, but will need very little of the 90-day extension to wrap this up. George confirmed PA DEP have been exceptionally slow this year.

Township Engineer, Tony Tallarida, Pidcock Company, explained that all conditions have been satisfied. Plans submitted to Township; Solicitor Zator said he has no issues at all, either.

Board/Public questions/comments taken at this time.

A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Wolk, granting the extension to the conditional preliminary/final approval granted to a major subdivision plan entitled "1960 Harold Avenue".

Roll Call Vote as follows:

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

Motion carried.

f. A Resolution Amending Resolution No. 2020-46 To Permit Security Draws/Presentation Further Than 60 Miles From The Township's Office For A Major Plan Entitled "Parkland Manor Phase 4 Senior Living"

George Kinney, Director, Community Development Department, explained that this resolution was approved June 3, 2020. Applicant is requesting at this time the opportunity to permit security withdrawals from a financial institution more than 60 miles away, specifically, located in Baltimore, MD.

Attorney Joe Wiener was in attendance for the Applicant. They are requesting that the BOC amend the approval to permit the posting of financial security for the project by M&T Bank, located at 1800 Washington Blvd., Baltimore MD, with the costs attendant to delivery be the obligation of Developer.

Board/Public questions/comments taken at this time.

A MOTION was made by Commissioner Setton, which was seconded by Commissioner Kelly, granting approval of above-mentioned resolution as discussed.

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 Variable Frequency Drives (VFD's) at Jacoby Water Station.**

Randy Cope, Director of Township Operations explained five bids were received. Staff is requesting permission to award bid to Billitier Electric in the amount of \$32,752. The bid includes furnishing and installation of two VFD's for existing water booster pumps, and includes all panels, wiring, conduits and ties to existing panels. References were checked, and proper paperwork was submitted.

Board/Public questions/comments taken at this time.

A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Wolk, granting permission to award bid in the amount of \$32,752 to Billitier Electric, which is the lowest responsive bid.

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 Proceed with the Purchase of a Replacement Restroom at Covered Bridge Park**

Mike Kukitz, Parks & Recreation Manager explained that Staff is requesting permission to proceed with purchasing the replacement restroom in CBP in the amount of \$94,900, with an installation price of \$57,500 for a total price of \$152,400. \$155,000 is budgeted in the 2021 budget. Anticipated project completion date is March 2021.

Board/Public questions/comments taken at this time.

A MOTION was made by Commissioner Wolk, which was seconded by Commissioner Kelly, granting permission to proceed with purchase of replacement restroom at CBP, for a total price of \$152,400.

Roll Call Vote as follows:

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

Motion carried.

c. Motion to Proceed with Small Business Grants Program for Businesses Operating in South Whitehall Township.

President Morgan asked Commissioner Mobilio to take the lead on this item and where we are on this. Commissioner Mobilio explained that at the November 18th BOC meeting, he introduced a proposal to establish a COVID relief fund for the benefit of SWT businesses, and has since worked with staff and the solicitor's office to investigate the feasibility of such a fund. It has been determined that such a fund is feasible. An outline and framework have been established, fully developed eligibility criteria, and conditioned upon this Board's approval, would partner with the Greater Lehigh Valley Chamber of Commerce who will be responsible for the administrative tasks to implement the fund, accept applications and distribute the funds. Fund total will be \$115,000; source would be the fiscal stability fund. No monies set aside for Wehr's Dam will be used for this fund. No monies Township received from a COVID relief fund will be used—those funds have already been allocated to other programs in the Township, and would have to be used by December 31, 2020, which would not have been possible for this project. Maximum grant amount per business \$3,500. These grants are an investment into our community and the future economic prosperity of our Township. These grants will help businesses stay afloat, while sending a message that not only will we stand with the residents of SWT when the going gets tough, but we will do everything in our power to ensure and protect their way of life. At this time Commissioner Mobilio urged his fellow board members to join him in the fight to save SWT small businesses, and to be in favor of this fund, and partner with the Chamber in the administration of this fund.

Solicitor Zator explained that SWT does have the authority, based on the newly revised first-class township code, via a very recent change authorized by both houses of the legislature, and signed by the governor, which specifically provides the authority for SWT to take such actions and use its finances for maintenance of peace, good government and welfare of the township and its trade, commerce and manufacturers. Solicitor Zator is confident that this action discussed this evening can be taken by SWT, if this Board chooses to do so.

Board/Public questions/comments taken at this time.

A MOTION was made by Commissioner Wolk, which was seconded by Commissioner Kelly, to TABLE the COVID relief fund, to discuss in a workshop session second Wednesday in January.

Roll Call Vote as follows:

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

A MOTION was made by Commissioner Mobilio, which was seconded by Commissioner Morgan, directing Township Solicitor to collaborate with Staff to create an ordinance for consideration, regarding the creation of a COVID relief fund, in the amounts as previously discussed above, to be presented to the BOC in January.

Roll Call Vote as follows:

Commissioner Wolk:	NO
Commissioner Mobilio:	AYE
Commissioner Kelly:	NO
Commissioner Setton:	AYE
Commissioner Morgan:	AYE

Motion carried.

Additionally, the following motion considered was as follows:

A MOTION was made by Commissioner Setton, which was seconded by Commissioner Kelly, to place a restriction back on the \$150,000 Wehrs Dam money, which is in the fiscal stability fund, and proceed with the budgeted amount to the fund, and continue with the \$50,000 annually.

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 Glen Dorney explained that for the month of November there were 901 reports; 86 self-initiated reports done vs. 948 reports done November 2019. Most common report is EMS, with 180 for month of November. UCRs were 66 for November 2020 vs. 84 in 2019. Arrests were 21 for November 2020, w/11 of them being self-initiated, vs. 50 arrests in 2019.

Heroes for the Holiday Event – Chief wanted to thank the PSD, Parkland Educational Foundation, the Kennedy Family, Calvary Temple of Allentown—Pastor Ray and all his folks, Cetrionia Ambulance Corps, Yourway – The Biopharma Services Company, Parkland Cares Food Pantry, UMT Police Dept, SWT Police Dept & Township Staff, along with all who came to wrap and deliver gifts for this community event.

b. Township Engineer – Report

Tony Tallarida said a very busy meeting for tomorrow evening's PC. Construction beginning to slow down. Worked with PW to have the roadways ready for winter.

c. Public Notice – Planning Commission Meeting, Thursday, December 17, 2020, 7:30 p.m. – FYI.

d. Green Advisory Council – Monday, December 21, 2020, 6:00 p.m. – FYI.

- e. **Zoning Hearing Board Meeting – Monday, December 21, 2020, 7:30 p.m. – FYI.**
- f. Commissioner Mobilio wanted to give a brief update with regard to the filling of vacancies on Boards/Commissions, and said that we are down to just having to fill the ZHB alternate member position and two alternate positions to fill on the CSC. Chairman of the ZHB, Don Kline, currently working down his list of interviews. Still in the process of interviewing, but should be wrapped up shortly.

10. **DIRECTION/DISCUSSION ITEMS:** None.

11. **OLD BUSINESS:**

- a. **Wehr's Dam – Status:** Still no word from PA DEP regarding our permit. Still in permitting process. Coming up on 12 months. Originally told time is 12-18 months.
- b. **Campus Renovation Project:** Had a few hiccups this week with COVID. Project shut down for two days, and restarted today. Continuing on Budget—have \$55,000 of reserve money yet. Delivery date of Campus Building early January sometime.
- c. **Credit Cards – Status:** With departure of some staff, we continue to work on this. Anticipated delivery date of this would be early January.
- d. **Website:** Finalizing design of website. Staff will be hard at work with data transferring. Anticipating rollout of website sometime in January as well.

Lastly, Township Manager Renee Bickel announced that George Kinney, Director of our Community Development Department will be leaving us. She said he will be extremely missed by all. She thanked him for his professionalism, dedication, and commitment to SWT. He will be sorely missed! But, we wish him well going forward.

Also, Steve Carr, Director of our Finance Department has moved on as well. Both gentlemen were the utmost professional individuals, committed to the Township and extremely competent in their roles. Again, they will be sorely missed by us here at the Township.

The Board members expressed their appreciation to George at this time also.

12. **COURTESY OF THE FLOOR:**

Brian Hite – 1273 Eck Road. Topic: Acknowledgment to SWT Staff for the excellent service they always provide.

Mr. Fritz – Topic: Great Job with the Holiday Program to Chief Dorney and PD. Also, touched on Audit Reports, as well as the difficulties of COVID this past year.

Lee Solt – Will the new website have push notifications to residents. Township Manager Bickel said that the new website will allow residents to sign up for, and request various information (meeting notices, development info, etc.), which would automatically get emailed to them, as it becomes available.

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 Morgan, to approve the payment of all invoices. All in favor; none opposed.

Roll Call Vote as follows:

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

Motion carried.

- 14. **EXECUTIVE SESSION:** No executive session after this meeting.
- 15. **ADJOURNMENT:** At 10:12 p.m. a MOTION was made by Commissioner Kelly, which was seconded by Commissioner Morgan to adjourn. All in favor; none opposed.
- 16. **APPROVED:** On **January 6, 2021**, a MOTION was made by Commissioner Kelly, which was seconded by Commissioner Mobilio, to approve the December 16, 2020 BOC Meeting Minutes as presented.

Roll Call Vote as follows:

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