

**Wednesday, December 2, 2020**  
**Board of Commissioners Meeting - 7:00 PM**

**Meeting Held Via "GoTo Meeting" (See SWT Website Link)**

**\*Agenda Packet, Recordings, & Minutes Location: [www.boarddocs.com](http://www.boarddocs.com)**

**USERNAME: swhitehall**

**PASSWORD: swtpublic**

**1. CALL TO ORDER**

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A. Roll Call

**2. PLEDGE OF ALLEGIANCE**

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**3. NOTIFICATION**

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

**4. MINUTES**

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A. November 18, 2020 - BOC Meeting Minutes - **Page 3**

**5. PRESENTATIONS**

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A. Second Reading of the 2021 Budget - Scott Boehret, Finance Manager - **Page 13**

**6. ORDINANCES**

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**7. RESOLUTIONS**

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A. A Resolution Appointing Almut Hupbach to the South Whitehall Township Green Advisory Council - **Page 15**

B. A Resolution Appointing David Wilson to the South Whitehall Township Landscape and Shade Tree Commission - **Page 21**

C. A Resolution Appointing Matthew Mulqueen to the South Whitehall Township Planning Commission - **Page 35**

D. A Resolution Appointing Scott Boehret to the Position of Township Secretary - **Page 41**

**8. MOTIONS**

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A. Motion to Extend South Whitehall Township's Temporary Outdoor Dining Guideline Policy to be Effective November 30, 2020 through November 30, 2021 - **Page 43**

**9. CORRESPONDENCE AND INFORMATION ITEMS**

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**10. DIRECTION/DISCUSSION ITEMS**

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**11. OLD BUSINESS**

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A. Wehr's Dam - Status

B. Campus Renovation Project - Status

C. Credit Cards - Status

**12. COURTESY OF THE FLOOR**

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**13. PAYMENT OF INVOICES**

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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.

**14. EXECUTIVE SESSION**

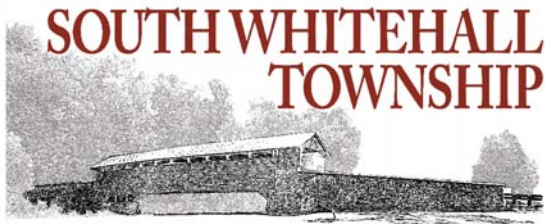
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A. Scheduled Accordingly.

**15. ADJOURNMENT**

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A. Motion to Adjourn.



## BOARD OF COMMISSIONERS

**PUBLIC MEETING**

**AGENDA-MINUTES**

**November 18, 2020**

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**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 Joe Setton  
Commissioner Matthew Mobilio  
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 advised for the record that the Board of Commissioners did meet in Executive Session prior to the start of this meeting to discuss legal matters.

**4. MINUTES**

**a. November 4, 2020 - BOC Meeting Minutes**

A MOTION was made by Commissioner Mobilio, which was seconded by Commissioner Setton, to approve the November 4, 2020 BOC Meeting Minutes.

Roll Call Vote as follows:

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

Motion carried.

**5. PRESENTATIONS:**

- a. First Reading of the 2021 Budget - Scott Boehret, Finance Manager gave an overview of all the Funds. There will be no tax increase for 2021. (See ATTACHMENT-A as presented by Scott.)**

Wehr's Dam – Commissioner Kelly said that we had re-established the Wehr's Dam money that had been put aside in our budget--\$150,000, and it is back in a restricted fund. She said that back in May (see May 20, 2020 BOC Minutes) the Board had voted to move that to an unrestricted fund via motion. Since that money was moved out by motion, does it not need to be moved back by a motion of the Board? Township Manager Renee Bickel said she will go back and take a look at that. Solicitor Zator said the Budget this evening is a reading, not a vote. If the Budget reflects a move of the Wehr's Dam funds, then the approval of the Budget by the Board, when this occurs at a future meeting, that would serve the purpose of reversing the motion which was made several months ago regarding the Wehr's Dam fund. This reading of the budget is not moving that fund that Commissioner Kelly spoke about. That would only be by action of the Board either by motion now, or motion/or vote on the budget as a whole at a later date. Township Manager Bickel explained that the money is still in the money market (there was no movement) because it was not needed.

Mike Wolk – What is involved/required in the completion of the 2017/2018 audits? What quarter in 2021 might they be done? Township Manager Bickel explained this is an active process and is dependent on the auditor's schedule as well. This is a moving target, which is actively worked on, on regular basis, with Scott and his team, who provide information back to the auditor as it is requested. Once those audits are issued, it will be presented to the Board. Township Manager Bickel will give a timeline leading up to the completion of the audits.

All Board/Public questions answered at this time.

**6. ORDINANCES: None.**

**7. RESOLUTIONS:**

Before doing agenda item 7-a, agenda item 8-a had to be done first, and then 7-a was handled.

- a. See Motion 8-A First, followed by 7-A: A Resolution Extending Conditional Offer Of Employment To The Entry-Level Position Of Patrol Officer In The Township's Police**

**Department To Candidates Numbers 64855 and 06336 Conditioned Upon The Individuals Satisfactorily Completing Medical And Psychological Examinations To Confirm Their Fitness For Duty.**

Chief Dorney came before the Board to ask permission to proceed with a conditional offer of employment to candidates 64855 and 06336. This will allow Chief to start the background investigation process.

(It is being noted for the record, that a prior motion was made, and rescinded, for this agenda item 7-a, due to the fact that one of the candidate numbers was incorrect. The correct candidate number (06336) has been inserted as instructed.

All Board/Public questions were answered at this time.

A MOTION was then made by Commissioner Morgan, which was seconded by Commissioner Kelly, to adopt the above-mentioned resolution to proceed with extending a conditional offer of employment to candidates 64855 and 06336 conditioned upon the individuals satisfactorily completing medical and psychological examinations to confirm their fitness for duty.

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 to Proceed with Adoption of the Entire Civil Service Eligibility List for Patrol Officer in the SWT Police Department**

Chief Dorney explained that before addressing agenda item 7-a, we need to do agenda item 8-a, which is the adoption of the entire civil service eligibility list for patrol officer in the SWT PD. Written exam has been completed through the consortium; interviews have been conducted, and applicable military points distributed to those who get them. The list has been compiled and we are here before the Board for its adoption this evening so that we can start the hiring process. This list was approved and certified by the CSC on November 16, 2020.

A MOTION was made by Commissioner Setton, which was seconded by Commissioner Mobilio, to adopt the entire CS eligibility list for Patrol Officer in the SWT PD.

Roll Call Vote as follows:

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

Motion carried.

**b. Motion to Proceed with Purchase of One New Police Vehicle**

Chief Dorney explained that this is not an addition to the fleet; this is for a vehicle involved in a crash which was totaled and is being replaced. Funding from insurance payments is being used to purchase this vehicle. There will be no additional cost to capital for this vehicle.

All questions answered by Board/Public at this time.

A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Wolk, granting permission to proceed with the purchase of one new police vehicle as explained by Chief Dorney.

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 Advertising to Bid Variable Frequency Drive (VFD) Project for the Jacoby Water Station**

Herb Bender, Superintendent of PW, explained he is before the Board this evening requesting permission to advertise to bid the Variable Frequency Drive Project for Jacoby Water Station. This will help prolong the life of the pumps and the water lines inside the station.

All questions answered by Board/Public at this time.

A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Wolk, to proceed with advertising to bid this project as explained by Mr. Bender.

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 Advertising to Bid the K-Mart Water Station Project.**

Herb Bender, Superintendent of PW, explained he is before the Board this evening to request permission to advertise to bid the K-Mart water station project. This will be a complete total rebuild of the building and all new equipment. \$600,000 budgeted in 2020 and will come back in 2021 for an additional \$200,000 for this project.

All questions answered by Board/Public at this time.

A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Wolk, granting permission to proceed with advertising to bid the K-Mart water station project.

Roll Call Vote as follows:

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

Motion carried.

**e. Motion Requesting Permission to Award Bid for the Sewer Main Repairs, Manhole Rehabilitation, Manhole to Manhole Lining Project**

Mike Elias, PW Utility & MS4 Coordinator, explained that two bids were received and opened on November 6, 2020 at 10:00 a.m. for the above-referenced project. This bid was advertised twice in a local publication, as required by law. Per the bid results attached in your packet, the price difference on most line items between the two submitted bids is substantial and outweighs the difference on the smaller priced items. Utility Services Group has performed work for us in the past, having been awarded the most recent expiring contract in 2017. We have been very satisfied with the quality of work performed by USG. We feel USG’s bid price for materials, and considering prevailing wage rates are incorporated, is fair and the best pricing for the Township. In addition to our own experience with USG, we also checked their listed references, and all reported very favorably. We are respectfully requesting the Board of Commissioners to award Bid #2020-04 to Utility Services Group for a total not to exceed the budgeted amount for this project of \$750,000.

All Board/Public questions answered at this time.

A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Morgan, granting permission to award bid for the sewer main repairs, manhole rehabilitation, manhole to manhole lining project to Utility Services Group as explained above by Mr. Elias.

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 (for Month of October)**

Chief Dorney gave the following statistics: 913 reports, 132 initiated reports; 14% were self-initiated; 210 EMS. YTD 9165 reports; YTD 1245 were self-initiated. There were 66 UCRs in Oct; and YTD UCRs 755. 27 Arrests in Oct; w/11 self-initiated arrests in Oct. YTD arrests 368.

President Morgan wanted to thank the SWT PD for their continued community service to SWT. The most recent event was the Heroes Fighting Hunger Event, and SWT-PD partnered with PSD and the Parkland Cares Food Pantry.

**b. Township Engineer – Report**

**c. Public Notice – Planning Commission Meeting, Thursday, November 19, 2020**

**10. DIRECTION/DISCUSSION ITEMS:**

Chairman Morgan – Wanted to advise that she, along with Commissioner Mobilio and Township Manager Bickel, continue to work on Boards/Commissions in gathering information in order to put together a package. We conducted interviews last week, and will be doing more next week. Current openings on Volunteer Boards/Commissions are: Civil Service Commission, Planning Commission, Zoning Hearing Board, and Green Advisory Council. The application is online for anyone to fill out. Please call the Township if you have questions and Renee or Tracy can help answer those questions.

Commissioner Wolk made a MOTION that the SWT employment and volunteer opportunities be added as a standard topic on BOC meeting agendas in order to provide opportunity to communicate new employment and volunteer opportunities to a wider group of people than now. He said we would get more candidates, and people would have more knowledge about how they can fill township needs. Feels it would be a win-win for the Township and the citizens.

Commissioner Kelly seconded Commissioner Wolk’s motion.

Commissioner Mobilio said he had no problem with this, but asked that he and Commissioner Morgan be allowed to finish what they are working on first, before implementing this.

President Morgan suggested that on the agenda as a standing item, under old/new business, list “Volunteer Boards/Commissions Updates” —a section where we can report out on those things for Boards/Commissions, which would include vacancies, etc. In this way, we would be all encompassing with information related to the various Boards/Commissions.

Commissioner Wolk was willing to have Commissioner Mobilio TABLE the motion at this time. Commissioner Wolk withdrew his motion. Per Commissioner Mobilio, this will allow them—Commissioners Mobilio and Morgan time to finish up with their committee reports prior to implementation.

Department Reports - Will be added back on to agenda beginning January 2021, second meeting of the month.

Commissioner Mobilio – Every day we see an increase, and new records set, regarding COVID cases in PA. Stay at home orders are being implemented across the state to halt the spread. The economy is reeling. The lack of funds and economic grants are not available. He went on to say that many of our SWT businesses are struggling. In light of that, Commissioner Mobilio proposed that since we were able to release the \$150,000 set aside initially for the Wehr’s Dam Fund, and the fact that we did not have to use it because Staff did an excellent job managing the budget this year, he would like to propose the creation of a COVID-relief



fund to be made available to SWT businesses, and to fund that fund with the \$150,000 originally set aside, and now released. Commissioner Mobilio said he understands there are eligibility details that would have to be worked out, but is willing to serve on the committee that would look into the details of this. He feels it is important to make SWT businesses aware that federal and state government is not going to act, and because we have been such good stewards with their tax dollars, we are in a position to potentially help them. He would like to take a vote on the creation of this fund and the funding of this fund, with further details to follow later.

Commissioner Mobilio made a MOTION for the Board to grant him permission to work with Staff and Legal for the purposes of doing investigative work and look into the feasibility of a COVID-19 relief fund, and then to come back to the Board with this—the feasibility to build out the concept, which addresses the legal, financial, and operational issues, using this as a platform to move forward. The motion was seconded by Commissioner Morgan. (For the record, Commissioner Mobilio withdrew the motion he made prior to this one.)

Roll Call Vote as follows:

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

Motion carried.

**11. OLD BUSINESS:**

- a. **Wehr’s Dam – Status:** Still no word from PA DEP regarding our permit.
- b. **Campus Renovation Project** - Update by Tony Ganguzza, Vice President, Boyle Construction

Mr. Ganguzza, Project Manager, said that overall the project is going extremely well—we are ahead of schedule. Completion dates as follows: Administrative building December 22<sup>nd</sup>; Police Department December 15<sup>th</sup>; Public Works December 9<sup>th</sup>; Lower level addition December 15<sup>th</sup>; Upper Level January 8<sup>th</sup>. Ahead of schedule, even in light of delays caused by COVID. Contract \$8.3M, with \$500,000 allowance money built into the \$8.3M. Currently have \$100,000 allowance money remaining. Site construction work is well underway. All site work should be wrapped up by middle of December. Township anticipating moving back end of January, early February.

Library – On schedule with Library. Should be completed by middle of January.

All Board/Public questions answered at this time.

- c. **Credit Cards – Status:** No update at this time.

**12. COURTESY OF THE FLOOR:**

Brian Hite, 1273 Eck Road – Topic, Construction going on across from his property.

Brian Pannella – Topic, July 11<sup>th</sup> Cetronia Fire Company damage to his house.

**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 Setton, 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: NO

Commissioner Morgan: AYE

Motion carried.

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

**15. ADJOURNMENT: At 9:34 p.m. a MOTION was made by Commissioner Kelly, which was seconded by Commissioner Wolk to adjourn. All in favor; none opposed.**

**16. APPROVED:**

South Whitehall Township  
 Summary of Budgets  
 2021

Attachment - A

	General Fund	Capital Fund	State Highway Aid Fund	Refuse Fund	Water Fund	Sewer Fund	Fiscal Stability Fund	EMA/EMS	Fire Fund
Revenue:									
Property Tax	\$ 6,859,581	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer Tax	650,000	-	-	-	-	-	-	-	-
Local Services Tax	675,000	-	-	-	-	-	-	-	-
Fire Tax	-	-	-	-	-	-	-	-	1,110,297
Earned Income	3,300,000	-	-	-	-	-	-	-	-
Business Privilege	2,145,000	-	-	-	-	-	-	-	-
Admissions	800,000	-	-	-	-	-	-	-	-
Cable TV	325,000	-	-	-	-	-	-	-	-
License/Permits/Fees	479,480	-	-	-	-	10,500	-	-	-
Interest	8,500	-	-	-	-	-	-	-	-
Grants/Gifts	254,684	539,700	657,071	118,000	-	-	-	-	-
Work On Property Revenue	-	-	-	-	-	500	-	-	-
Billed Fees	-	-	-	2,758,800	4,226,900	3,196,000	-	-	-
Fines/Discounts/Collection Charges/Miscellaneous	(152,843)	-	-	(2,100)	38,500	321,000	-	-	-
<b>Total Revenue</b>	<b>15,344,402</b>	<b>539,700</b>	<b>657,071</b>	<b>2,874,700</b>	<b>4,265,400</b>	<b>3,528,000</b>	<b>-</b>	<b>-</b>	<b>1,110,297</b>
Expense:									
Administration	6,418,325	-	350,000	2,708,487	3,132,375	2,614,209	-	30,000	-
Police	5,708,228	212,063	-	-	-	-	-	-	-
Public Works	3,525,820	1,385,455	588,229	-	-	-	-	-	-
Park & Recreation	322,930	411,400	-	-	-	-	-	-	-
Renovation	-	-	-	-	-	-	-	-	-
Capital Investment in Water & Sewer Systems	-	-	-	-	1,234,400	1,042,500	-	-	-
Volunteer Fire Cos.	-	-	-	-	-	-	-	-	1,106,997
<b>Total Expense</b>	<b>15,975,303</b>	<b>2,008,918</b>	<b>938,229</b>	<b>2,708,487</b>	<b>4,366,775</b>	<b>3,656,709</b>	<b>-</b>	<b>30,000</b>	<b>1,106,997</b>
Revenue Less Expense	(630,901)	(1,469,218)	(281,158)	166,213	(101,375)	(128,709)	-	(30,000)	3,300
Estimated Cash January 1, 2021	3,189,790	9,700	304,299	612,482	1,420,581	3,680,731	2,271,884	-	602,072
Borrowing Proceeds	-	-	-	-	-	-	-	-	-
Cash Outlay for Debt	(506,500)	-	-	-	(166,500)	-	-	-	-
Transfers Out	(1,549,218)	-	-	-	(10,000)	-	-	-	-
Transfers In	-	1,469,218	-	-	-	10,000	50,000	30,000	-
<b>Budgeted Unappropriated Reserve</b>	<b>\$ 503,171</b>	<b>\$ 9,700</b>	<b>\$ 23,141</b>	<b>\$ 778,695</b>	<b>\$ 1,142,706</b>	<b>\$ 3,562,022</b>	<b>\$ 2,321,884</b>	<b>\$ -</b>	<b>\$ 605,372</b>



South Whitehall Township  
 Summary of Budgets  
 2021

	General Fund	Capital Fund	State Highway Aid Fund	Refuse Fund	Water Fund	Sewer Fund	Fiscal Stability Fund	EMA/EMS	Fire Fund
Revenue:									
Property Tax	\$ 6,859,581	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer Tax	650,000	-	-	-	-	-	-	-	-
Local Services Tax	675,000	-	-	-	-	-	-	-	-
Fire Tax	-	-	-	-	-	-	-	-	1,110,297
Earned Income	3,300,000	-	-	-	-	-	-	-	-
Business Privilege	2,145,000	-	-	-	-	-	-	-	-
Admissions	800,000	-	-	-	-	-	-	-	-
Cable TV	325,000	-	-	-	-	-	-	-	-
License/Permits/Fees	479,480	-	-	-	-	10,500	-	-	-
Interest	8,500	-	-	-	-	-	-	-	-
Grants/Gifts	254,684	539,700	657,071	118,000	-	-	-	-	-
Work On Property Revenue	-	-	-	-	-	500	-	-	-
Billed Fees	-	-	-	2,758,800	4,226,900	3,196,000	-	-	-
Fines/Discounts/Collection Charges/Miscellaneous	(152,843)	-	-	(2,100)	38,500	321,000	-	-	-
<b>Total Revenue</b>	<b>15,344,402</b>	<b>539,700</b>	<b>657,071</b>	<b>2,874,700</b>	<b>4,265,400</b>	<b>3,528,000</b>	<b>-</b>	<b>-</b>	<b>1,110,297</b>
Expense:									
Administration	6,418,325	-	350,000	2,708,487	3,132,375	2,614,209	-	30,000	-
Police	5,708,228	212,063	-	-	-	-	-	-	-
Public Works	3,525,820	1,385,455	588,229	-	-	-	-	-	-
Park & Recreation	322,930	411,400	-	-	-	-	-	-	-
Renovation	-	-	-	-	-	-	-	-	-
Capital Investment in Water & Sewer Systems	-	-	-	-	1,234,400	1,042,500	-	-	-
Volunteer Fire Cos.	-	-	-	-	-	-	-	-	1,106,997
<b>Total Expense</b>	<b>15,975,303</b>	<b>2,008,918</b>	<b>938,229</b>	<b>2,708,487</b>	<b>4,366,775</b>	<b>3,656,709</b>	<b>-</b>	<b>30,000</b>	<b>1,106,997</b>
Revenue Less Expense	(630,901)	(1,469,218)	(281,158)	166,213	(101,375)	(128,709)	-	(30,000)	3,300
Estimated Cash January 1, 2021	3,189,790	9,700	304,299	612,482	1,420,581	3,680,731	2,271,884	-	602,072
Borrowing Proceeds	-	-	-	-	-	-	-	-	-
Cash Outlay for Debt	(506,500)	-	-	-	(166,500)	-	-	-	-
Transfers Out	(1,549,218)	-	-	-	(10,000)	-	-	-	-
Transfers In	-	1,469,218	-	-	-	10,000	50,000	30,000	-
<b>Budgeted Unappropriated Reserve</b>	<b>\$ 503,171</b>	<b>\$ 9,700</b>	<b>\$ 23,141</b>	<b>\$ 778,695</b>	<b>\$ 1,142,706</b>	<b>\$ 3,562,022</b>	<b>\$ 2,321,884</b>	<b>\$ -</b>	<b>\$ 605,372</b>



**SOUTH WHITEHALL TOWNSHIP  
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2020-\_\_  
(Duly Adopted December 2, 2020)**

**A RESOLUTION APPOINTING ALMUT HUPBACH  
TO THE SOUTH WHITEHALL TOWNSHIP GREEN ADVISORY COUNCIL**

**WHEREAS**, the Board of Commissioners of South Whitehall Township, Lehigh County, Pennsylvania, on December 18, 2019, by Resolution 2019-64, established the Green Advisory Council (GAC) and the Bylaws under which it will operate; and

**WHEREAS**, the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, are cognizant of a vacancy on the South Whitehall Township Green Advisory Council; and

**WHEREAS**, Almut Hupbach has acknowledged her willingness to serve as a “resident” member of the South Whitehall Township Green Advisory Council.

**NOW, THEREFORE, BE IT RESOLVED** that Almut Hupbach, 791 Parkway Road, Allentown, Lehigh County, Pennsylvania, be appointed to the South Whitehall Township Green Advisory Council, for a term of two (2) years, said appointment terminating on December 2, 2022, or until a successor shall have been appointed.

**DULY ADOPTED** this 2<sup>nd</sup> day of **December 2020** by the Board of Commissioners of South Whitehall Township, Lehigh County, Pennsylvania, in lawful session duly assembled.

**SOUTH WHITEHALL TOWNSHIP  
BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Christina “Tori” Morgan, President

**ATTEST:**

\_\_\_\_\_  
Mike Wolk, Assist. Township Secretary

## Tracy J. Fehnel

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**From:** Info  
**Sent:** Friday, August 16, 2019 2:27 PM  
**To:** Tracy J. Fehnel  
**Subject:** FW: Volunteer Board Member Application  
**Attachments:** boardapp-hupbach.pdf

Tracy,

This just came in a short time ago.

### Pamela J. Cloud

Office Assistant  
South Whitehall Township  
4444 Walbert Avenue  
Allentown PA 18104  
610-398-0401 (office)  
[www.southwhitehall.com](http://www.southwhitehall.com)



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**From:** Almut Hupbach [mailto:alh309@lehigh.edu]  
**Sent:** Friday, August 16, 2019 2:13 PM  
**To:** Info  
**Subject:** Volunteer Board Member Application

Hi,  
I am applying as a volunteer for the Environmental Advisory Council at South Whitehall Township.

I am a Professor for Psychology at Lehigh University. I do not have any municipal government experience, but I am passionate about the environment and nature, and I would like to volunteer to ensure that our policies, regulations and incentives meet the environmental protection that is needed to save our planet for future generations.

Please find my form attached.

Best,  
Dr Hupbach

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Dr Almut Hupbach  
Associate Professor of Psychology







# VOLUNTEER BOARD MEMBER APPLICATION

Date: 08/16/2019

Please identify what Commission(s), Committee(s) or Board(s) you are applying for:

- |  |   |
|--|---|
| <input type="checkbox"/> Building Code Appeals Board               | <input type="checkbox"/> Parks and Recreation Board       |
| <input type="checkbox"/> Board of Authority                        | <input type="checkbox"/> Planning Commission              |
| <input type="checkbox"/> Civil Service Commission                  | <input type="checkbox"/> Plumbers Licensing Appeals Board |
| <input checked="" type="checkbox"/> Environmental Advisory Council | <input type="checkbox"/> Public Safety Commission         |
| <input type="checkbox"/> Fire Prevention Code Appeals Board        | <input type="checkbox"/> Zoning Hearing Board             |
| <input type="checkbox"/> Landscape and Shade Tree Commission       |   |

**Contact info:**

Your Name: Almut Hupbach

Address: 791 Parkway Rd

City/State/Zip: Allentown, PA 18104

Telephone: 520.668.0722

Cell: 520.668.0722

E-mail: hupbach@lehigh.edu

**Qualifications:** (if possible, please attach your Letter of Interest along with your latest Resume)

Education: school, degree, major, ad-hoc training/certifications

Occupation/Job experience:

Municipal government experience - specifically in a Board/Committee/Commission position:

**Motivation:**

Why are you interested in serving as a Township Volunteer?

Community involvement history:

**Goal as Volunteer Board Member:**

If selected, what would you like to accomplish?

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**When complete, email form to [info@southwhitehall.com](mailto:info@southwhitehall.com) with "Volunteer Board Member Application" in the Subject line or print and mail to:**

**South Whitehall Township  
Attn: Township Manager  
4444 Walbert Avenue  
Allentown, PA 18104-1699**



**SOUTH WHITEHALL TOWNSHIP  
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2020-\_\_  
(Duly Adopted December 2, 2020)**

**A RESOLUTION APPOINTING DAVID WILSON TO THE  
SOUTH WHITEHALL TOWNSHIP LANDSCAPE AND SHADE TREE COMMISSION**

**WHEREAS**, the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, are cognizant of a vacancy on the South Whitehall Township Landscape and Shade Tree Commission; and,

**WHEREAS**, David Wilson has acknowledged his willingness to serve as a member of the Landscape and Shade Tree Commission.

**NOW, THEREFORE, BE IT RESOLVED** that David Wilson, of 1892 Hemming Way, Orefield, Allentown, Lehigh County, Pennsylvania, be appointed to the South Whitehall Township Landscape and Shade Tree Commission, said appointment terminating on December 2, 2025, or until a successor shall have been appointed.

**DULY ADOPTED** this 2<sup>nd</sup> day of **December 2020** by the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, in lawful session duly assembled.

**TOWNSHIP OF SOUTH WHITEHALL  
BOARD OF COMMISSIONERS**

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Christina "Tori" Morgan, President

ATTEST:

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Mike Wolk, Assist. Township Secretary

## Tracy J. Fehnel

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**From:** George Kinney  
**Sent:** Friday, June 28, 2019 11:20 AM  
**To:** Tracy J. Fehnel  
**Cc:** Renee C. Bickel; Gregg R. Adams  
**Subject:** FW: Shade Tree Commission volunteer interest  
**Attachments:** 2019-06-28 SWT Shade Tree Commission Volunteer Letter - David Wilson.pdf

Fyi.

gk

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**From:** Gregg R. Adams  
**Sent:** Friday, June 28, 2019 9:51 AM  
**To:** George Kinney  
**Subject:** FW: Shade Tree Commission volunteer interest

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**From:** David F. Wilson [mailto:david.wilson@civitasregio.com]  
**Sent:** Friday, June 28, 2019 9:14 AM  
**To:** Gregg R. Adams  
**Subject:** Shade Tree Commission volunteer interest

Gregg:

Following up on our discussion on Monday, attached is a letter addressed to the Board of Commissioners demonstrating my interest to volunteer for the Shade Tree Commission. If you need any additional information please let me know.

Have a great weekend!

Respectfully,

**David F. Wilson, PE, CPESC**

Vice President

**CIVITAS REGIO**

532 W. Hamilton Street, Suite 2

Allentown, PA 18101

484.515.5252 mobile

**Engineering | Planning | Environmental**

David F. Wilson  
1892 Hemming Way  
Orefield, PA 18069  
June 28, 2019

South Whitehall Township Board of Commissioners  
444 Walbert Avenue  
Allentown, PA 18104-1699  
Attention: Board of Commissioners

Re: Landscape and Shade Tree Commission Volunteer Board Membership

Dear Board of Commissioners:

I understand there are vacancies on the South Whitehall Township Landscape and Shade Tree Commission, and would like to apply for a volunteer position. I was directed to you via Gregg Adams to apply. I attended the previous Shade Tree Commission meeting with Gregg Adams, David Dunbar, and Laura Harrier; and gained an understanding of the general requirements for the position.

I am a lifelong resident of the Lehigh Valley and have lived in South Whitehall Township since 2009, specifically the Vistas at Green Hills residential subdivision. I currently serve on the South Whitehall Township Civil Service Commission, as well. Being a licensed professional civil engineer, I work with landscape architects and have a vast amount of experience with the application of landscaping and shade trees to meet ordinance requirements. More importantly, I am looking forward to the opportunity to see more of the Township, meet and engage the residents, and contribute to maintaining and improving our Township's streetscapes.

If you have any questions regarding my qualifications, please contact me at your earliest convenience. (cell: 484-515-5252, email: [david.wilson@civitasregio.com](mailto:david.wilson@civitasregio.com)).

Sincerely,



David Wilson, PE, CPESC

# South Whitehall Township

## VOLUNTEER BOARD MEMBER APPLICATION

Date: 05/30/2018

Please identify what Commission(s), Committee(s) or Board(s) you are applying for:

- |   |   |
|---|---|
| <input type="checkbox"/> Building Code Appeals Board                    | <input type="checkbox"/> Parks and Recreation Board       |
| <input type="checkbox"/> Board of Authority                             | <input checked="" type="checkbox"/> Planning Commission   |
| <input type="checkbox"/> Civil Service Commission                       | <input type="checkbox"/> Plumbers Licensing Appeals Board |
| <input checked="" type="checkbox"/> Environmental Advisory Council      | <input type="checkbox"/> Public Safety Commission         |
| <input type="checkbox"/> Fire Prevention Code Appeals Board             | <input type="checkbox"/> Zoning Hearing Board             |
| <input checked="" type="checkbox"/> Landscape and Shade Tree Commission |   |

**Contact info:**

Your Name: David F. Wilson

Address: 1892 Hemming Way

City/State/Zip: Orefield, PA 18069

Telephone: Use cell number Cell: 484-515-5252

E-mail: davidfwilson@hotmail.com

**Qualifications:** (if possible, please attach your Letter of Interest along with your latest Resume)

- Education: school, degree, major, ad-hoc training/certifications
- B.S. in Civil and Environmental Engineering, Lehigh University
  - M.S. in Civil Engineering (Concentration in Water Resources), Villanova University
  - Licensed Professional Engineer, PE079532
  - Certified Professional in Erosion and Sediment Control (CPESC), 4820

**Occupation/Job experience:**

- Licensed Professional Civil Engineer at RETTEW Associates located in Allentown, PA.
- Through previous employment I have served as a municipal engineer for numerous municipalities.
- My profession is directly associated with environmental matters such as water quality, erosion and sediment pollution control, low impact development, and maintaining our rivers and streams. As an engineer I regularly design and review best management practices to prevent and mitigate degradation to our environment.
- I have worked on numerous LEED (Leadership in Energy and Environmental Design) projects.

**Municipal government experience - specifically in a Board/Committee/Commission position:**

- Member of the Executive Board of Directors for the Vistas at Green Hills Master Association.
- As a municipal engineer, I have assisted and worked with numerous Boards/Committees/Commissions in numerous municipalities.



**Motivation:**

Why are you interested in serving as a Township Volunteer?

I have lived in South Whitehall Township since 2009. Now that my wife and I have are settling down, we have a 4-year old and a 3-month old daughter, I want to get more involved in the community I live in and the community my daughters will grow up in. I want to get to know the people I live with and my daughters will be growing up around, and be a conduit of communication within the Township. With development in South Whitehall Township growing, I believe I can provide a positive impact in our community. I've had positive feedback from residents of my subdivision and believe I can help our overall community as well. I believe it's important that I contribute to my community, especially since there are vacancies on the board and my qualifications are directly related to this volunteer position

Community involvement history:

I am a member of the executive board of directors in my residential subdivision and am a member of online community messaging boards where I can and have communicated with residents of our Township. I have readily available access to the residents of my subdivision and the general community in South Whitehall Township. Being a civil engineer I have qualifications that directly relate to a position on the Environmental Advisory Council and numerous residents have suggested I get more involved with the Township. My wife is a doctor at St. Lukes and has patients throughout the community as well.

**Goal as Volunteer Board Member:**

If selected, what would you like to accomplish?

My goals are to help with anything thats needed and ultimately make connections with our community. The more people that know each other and are connected with each other, the easier it is to have discussions and help each other. I want to become a conduit of communication and become a person who can connect our residents with each other.

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**When complete, email form to [info@southwhitehall.com](mailto:info@southwhitehall.com) with "Volunteer Board Member Application" in the Subject line or print and mail to:**

**South Whitehall Township  
Attn: Township Manager  
4444 Walbert Avenue  
Allentown, PA 18104-1699**

**David F. Wilson, PE, CPESC**  
**Civil Engineer**



**Education**

B.S., Civil and Environmental Engineering, 2004, Lehigh University  
M.S., Civil Engineering, 2017, Villanova University

**Registrations**

CO, PE, 10/28/2013  
MD, PE, 5/7/2015  
MA, PE, 1/7/2014  
NY, PE, 9/10/2015  
RI, PE, 3/21/2014  
DC, PE, 5/1/2014  
NJ, PE, 2/2/2015  
NC, PE, 12/17/2013  
IA, PE, 11/8/2013  
PA, PE, 1/6/2012

**Certifications**

ECI, Certified Professional in Erosion and Sediment Control (CPESC), 9/2/2008

**Experience**

Mr. Wilson is a Civil Engineer in RETTEW's Land Development group with close to 15 years of experience in site and land development, water resources engineering, facilities, and infrastructure projects. Mr. Wilson has managed and provided technical design for multidiscipline projects ranging from schematic design through construction administration. His civil design background includes site planning and zoning, site layout, grading, stormwater management, water quality, green stormwater infrastructure, E&S control, utilities, and paving. Mr. Wilson is adept in civil site design and hydrologic and hydraulic analyses. Mr. Wilson prepares land development plans and regulatory agency-required plans and reports, including post-construction stormwater management plans and reports, SWPPP plans, E&S control plans and reports, and HOP plans. Mr. Wilson's expertise also includes presenting project plans at public meetings and working with municipal officials to obtain project approvals. He also prepares various types of environmental permits, construction permits, and land development applications.

*Related experience includes the following projects:*

**HIGHWAYS/ROADWAYS**

E03523 Open-End Agreement for Design of Multiple Facilities, PennDOT, Multiple Counties, PA. Provided civil design services for multiple work orders and projects under this open-end contract agreement. Work included underground site utility relocation and replacement, site fencing and vehicular access gates, and site work associated with new building construction and existing building renovations supporting the design of a new HVAC system for the Indiana County maintenance office; stockpile perimeter fencing and vehicular access gate at the Orbisonia stockpile in Huntingdon

County; and designs for construction of an oil/water separator at the Monroe and Lehigh County maintenance facilities.

Moseywood Road State Road Access, Kidder Township Board of Supervisors, Carbon County, PA. Furnished construction plans for an emergency access road to join a township road with a state highway. Provided detailed grading plans, stormwater design, E&S control design, and roadway design.

Jackson Township North Road Reconfiguration and Reconstruction, Jackson Township Board of Supervisors, Monroe County, PA. Prepared construction plans, contract, construction specifications, and bidding documents for this road reconfiguration and reconstruction. Provided detailed grading plans, stormwater design, roadway design, and E&S pollution control design. Also coordinated with PennDOT to obtain funding under the state's Municipal Liquid Fuels Program.

Polk Township Culvert Replacements, Polk Township Board of Supervisors, Monroe County, PA. Prepared construction plans for replacement of three culverts at different locations in the township. Provided hydrologic and hydraulic analyses and reports, stormwater design, detailed grading, road design, E&S control design, and permitting.

## **INDUSTRIAL/MANUFACTURING**

Philly Shipyard J3 Blasting and Painting Building, Philly Shipyard, Philadelphia County, PA. Prepared construction and permitting plans and specifications for a new 32,000-SF ship grand block blasting and painting building. Civil design included site design, stormwater design, utility relocations, and detailed grading. Project involved designs for a blasting and painting hall, control room, equipment rooms for dust collectors and shot blasting equipment, compressed air systems, and pad space for air handling units and air heaters. The new facility improved the production time for blasting and painting grand blocks used for ship building. Permitting requirements included City of Philadelphia and PA DEP NPDES approval.

The Experimental Station Laboratory Town Center Conference Facility, DuPont, New Castle County, DE. Served as Civil Engineer for preparing conceptual parking and road realignment plans and assisting with full construction drawings and specifications. Project involved renovations and additions to existing Building E301 for conversion into a new conference facility at the Wilmington campus. Project comprised 16,000 SF and involved designs for the addition of a fitness center with a new connector to building E444 between the northwest corner of existing Terrance Cafeteria and the northeast corner of the existing E301 Lavoisier Library. Designs included 46,000 SF of site and civil work; landscaping, hardscaping, and outdoor amenities as well as a new main entrance to E301; and a new covered link to the E444 food service and loading dock, including repairs to the loading dock and stairs.

Building B-150 Renovations and Site Improvements, Confidential Commercial Client  
, Berks County, PA. Prepared construction specifications and assisted with site design for the renovation and repurposing of 20,000 SF of business and office space and 90,000 SF of factory area multiuse building to provide new office space and related site improvements. Site improvements included pavement resurfacing and providing a new parking and vehicle circulation layout for a 187-vehicle parking lot, new vehicle and pedestrian access gates and fencing, new ADA routes, new pedestrian circulation routes, and stormwater management.

U.S. Navy CIAT Trainer, Lockheed Martin, Confidential Location, CA. Prepared conceptual site utility plans and a white paper discussing multiple options, construction feasibility and challenges, construction cost estimates, and recommendations to electrically supply an approximately 7,500-SF site fit-out on the second floor of Building 3232 at Naval Base San Diego. The CIAT Program provided anti-submarine training support for U.S. Navy personnel deployed at fleet concentration areas. The fit-out included a work and reception area, sonar control area, simulation control room, and briefing and debriefing room.

HD MicroSystems Cleanroom Expansion and Interior Renovations, HD Microsystems, Middlesex County, NJ. Provided site and civil design and plans for construction of a 2,500-SF HD MicroSystems clean room addition. Also updated an additional 1,000 SF of adjacent interior office space and general work areas. Responsible for planning and coordinating with the Borough Zoning and Planning Department to confirm compliance and project approval for site construction. Project involved performing site investigations; providing documentation for architectural, site and civil, structural, HVAC, fire protection, plumbing, security, telephone and data systems, and electrical design; furnishing construction cost estimates; and providing post-design services.

Chinook Avenue Upgrade, The Boeing Company, Delaware County, PA. Assisted in relocation and layout of underground air, domestic water, fire protection water, and gas lines, including an underground pipe support bridge structure. Designed a section of Chinook Avenue to be supported by piles to address historic settlement issues caused by prior construction over an abandoned quarry backfilled with unsuitable materials. Responsible for preparing utility profiles for the identified upgrades and providing technical guidance and design oversight for the upgrade of Chinook Avenue at Boeing's North Campus facility. The existing roadway and section of the parking lot, constructed on historical fill materials, have settled, requiring many utility repairs. A previous investigative study proposed improvements to address future settlement of the roadway and utilities, including construction of a pile-supported roadway bridge and utility bridge. The site and civil portion of the recent design provided improvements to circulation within Parking Lot No. 10, which reduced the net impervious coverage of the project area by approximately eight percent. Project required NPDES general permit. Also designed three rain gardens with shallow infiltration trenches to address the quality of stormwater runoff discharge from the site.

B-154 Coil Cleaning Facility, Confidential Commercial Client, Berks County, PA. Provided site and civil design and prepared site and civil plans and specifications for construction of an approximately 23,500-SF coil cleaning facility for an industrial manufacturer. Also provided a design to relocate underground utilities, retrofit existing sanitary sewer and storm sewer systems while keeping the limit of disturbance less than 1 acre.

U.S. Strategic Plan Woodbine, SES Government Solutions, Carroll County, MD. Provided site and civil design, E&S control design, and prepared construction plans for six antennae, three shelter buildings and associated utilities and stormwater controls, and site infrastructure. Also provided permitting assistance with the County and MDE during this project to service the national satellite communications network.

Planned Area-3 Satellite Antenna Power Distribution, SES Government Solutions, Carroll County, MD. Provided site and civil design and plans for constructing power and signal distribution infrastructure within the vicinity of forested water resource protection easements and conservation

easements at the client's Woodbine Earth Satellite Station in Mount Airy. Also provided post-design services, including responding to contractor questions and providing designs for client changes.

Site Electrical Upgrades, Lockheed Martin, Lackawanna County, PA. Provided site and civil design, E&S control design, and prepared site and civil construction specifications for upgrades to electrical substation equipment at the client's missiles and fire control facility. Many of the components of the building's existing infrastructure were installed in the 1950s and presented a significant risk in the event of a long-term outage. Project involved design and post-design services for replacing the outdated equipment.

Coney Island Yard Long-Term Flood Mitigation, New York Transit Authority, New York City, NY. Provided permitting assistance for SPDES general permit for stormwater discharges from construction activity and SPDES multi-sector general permit for stormwater discharges from industrial activity, for construction of flood protection site improvements. Improvements included approximately 11,000 LF of perimeter flood walls, stormwater drainage channels and track drainage systems and detention systems with back-flow valves and tide gates, and new pump stations to provide protection from storm surges from Category 2 hurricanes within 75 acres of land. Assisted with preparing SWPPP reports, corresponding with NYSDEC, and reviewing existing site stormwater controls.

## **INSTITUTIONAL**

Berean Church Site Development, Berean Bible Fellowship Church, Monroe County, PA. Assisted with preparing land development plans for a gymnasium, classroom, and dining facility. Provided stormwater design and E&S control design for retrofitting the existing site to accommodate a building addition and expanded parking.

## **MILITARY**

Joint Base McGuire-Dix-Lakehurst Satellite Fire Station, USACE, Burlington and Ocean Counties, NJ. Provided site civil design for NJPDES permitting and construction as part of the architectural design for a new 9,000-SF satellite fire station. The facility supports USACE's reduced response times to areas outside the existing military firefighter's response districts. The sustainable design supported integration of building and operating conditions, energy performance, resource conservation, and reduced environmental impacts.

Naval Undersea Warfare Center Steam and Condensate Line Replacement, NAVFAC, Newport County, RI. Provided site and civil design for replacement and abandonment of approximately 1,300 feet of steam and condensate lines. Provided topographical surveys, GPR subsurface investigations, and environmental permitting for replacing steam and condensate lines. Located the steam and condensate lines on Fleet Pier Access Road, a critical artery to and from Naval Station Newport and the Naval Undersea Warfare Center. The design included double-walled Thermacor Duo-Therm 505 with leak detection, thermal fusion welded joint closures, and high-density polyethylene shrink-wrapped jackets. Provided conceptual layout options and recommendations for new routing considering cost, construction feasibility, environmentally hazardous and sensitive areas, and public input. Also prepared the subsequent construction plans and specifications, including phased construction and traffic control plans, and provided construction administration.

Fort Indiantown Gap Pistol Range, USPFO, Lebanon County, PA. Designed site grading, stormwater management, and E&S control for construction of a multipurpose combat pistol and military police qualification course on a 5-acre project site. Designed the course in accordance with the U.S. Army Corps of Engineers Design Guide for the Sustainable Range Program. Obtained E&S control and NPDES project permits.

Radford Army Ammunition Plant Thermal Oxidizer Design-Build, USACE Norfolk District, City of Radford, Montgomery County, VA. Provided site and civil design and prepared site and civil construction specifications for the estimated \$1.7 million design-build installation of a thermal oxidizer air pollution control device. The device helped to control excess emissions of carbon monoxide, a byproduct of acid concentrating operations associated with the manufacture of munitions. The plant achieved compliance with VADEQ air pollution requirements.

Newtown Square Army Reserve Center, Design-Build, USACE Louisville District, Delaware County, PA. Assisted in stormwater and E&S control design and calculations for this design-build of a training center to serve 162 Reserve members. The center consisted of a two-story, 34,000-SF training center; a single-story, 1,800-SF unheated storage building; and a single-story, 10,900-SF organizational maintenance shop on a 43-acre site. Stormwater management design consisted of infiltration trenches, above-ground and subsurface infiltration basins, four rain gardens, and open channel and piped conveyance systems. Incorporated low-impact development design features including disconnecting roof downspouts, vegetated swales, and minimizing limits of clearing to protect existing established wooded areas. Project design challenges included steep existing topography, a constrained site boundary, project permitting because the site is in a High Quality/Exceptional Value watershed, and maintaining full operation of the adjacent Army Reserve Center and an existing septic field during construction of the new training center. Also obtained an NPDES permit for construction activities, as well as an E&S control plan permit through the County Conservation District. Project required PA DEP Act 537 sewage facilities planning module for the on-site sewage treatment facility.

Joint Base McGuire-Dix-Lakehurst Dormitory, USACE New York District, Burlington and Ocean Counties, NJ. Delivered stormwater and E&S control design for the construction of a \$13.8 million, 42,625-SF, 120-person dormitory building and parking on approximately 7.3 acres. Also provided the required permitting for E&S control approval. Project achieved LEED Silver certification.

#### MIXED-USE

Towamencin Town Square, Philadelphia Suburban Development, Montgomery County, PA. Assisted in providing stormwater calculations during the development of a 57-acre tract of land. Constructed the development in stages. Project included commercial, retail, and residential facilities, as well as restaurants and a hotel.

#### RESIDENTIAL

Stuyvesant Town Site Improvements, New York City, NY. Provided site and civil design and prepared construction specifications for various site improvements throughout the Stuyvesant Town-Peter Cooper Village residential development. Site improvements included retrofitting existing site access ways and walkways, storm sewers, and underground utilities for construction of an approximately 10,200-SF new management office within the developed area. Also involved in the site design of

various mechanical and electrical equipment yards, new ADA routes and ramps, multiple new terrace and plaza areas, and underground routing for new underground utilities.

Leaf Creek Farm Subdivision, GCP Amity, LP, Berks County, PA. Provided stormwater management calculations and design, as well as the sanitary sewer design, for a housing development consisting of single- and two-family dwellings and townhomes on approximately 118 acres. Project called for the construction of nine above-ground stormwater detention basins among other smaller stormwater controls, as well as a relatively extensive roadway system. Specified filter berms and other stormwater practices to assist in drainage because of unfavorable soil infiltration rates. Also assisted in the infrastructure and site layout to maximize the number of units and lots in accordance with the Township's bulk density ordinances.

Residential Subdivision Stormwater Upgrades, Birchwood Lakes Community Association, Pike County, PA. Provided site inspection, recommendations, and stormwater calculations and design for stormwater management upgrades to a housing development. Responsibilities included inspecting more than 25 miles of private roads and associated roadside swales as well as numerous areas with drainage problems to assess and recommend the necessary upgrades. Also assisted in efforts to achieve compliance with applicable environmental regulations involving the County Conservation District and the Township engineer.

Hower Development Three-Lot Subdivision, Private Developer, Schuylkill County, PA. Provided site design; grading design; and stormwater runoff, volume, and quality design for a housing subdivision on an approximately 33-acre tract of land. Prepared the post-construction stormwater management and E&S control plans in addition to the land development plans. Also managed permitting and application-related activities and coordinated with project stakeholders to obtain approvals from the Township, County, County Conservation District, and PA DEP.

Quaker Ridge Estates Subdivision, Pocono Manor Investors, Monroe County, PA. Assisted with stormwater calculations and E&S control design for the subdivision and development of an approximately 455-acre tract of land. Also contributed to preparing a post-construction stormwater management plan, E&S control, and land development plans. Development plans included a 25-lot, single-family dwelling subdivision with 8.9 acres of open space and 367 acres of residual land.

## LAND DEVELOPMENT

Subdivision and Land Development and Ordinance Reviews, Multiple Clients, Multiple Counties, PA. Served as Construction Inspector for performing inspections for subdivision and land development projects for multiple clients, including the Zoning Boards of Kidder Township, Carbon County; Penn Forest Township, Monroe County; Jackson Township, Monroe County; Eldred Township, Monroe County; and Paradise Township, Monroe County. For these same entities, also reviewed plans and reports to verify compliance with subdivision and land development ordinances, as well as stormwater management guidelines.

Renovations of Wayne Hall, West Chester University, Chester County, PA. Provided site and civil design for the renovation and update of Wayne Hall, formerly a nine-story residence hall to a faculty office with LEED Silver certification. Site design included relocating existing utility laterals.

**Meckesville Road Bridge Replacement, Penn Forest Township Board of Supervisors, Carbon County, PA.** Served as Civil Engineer for preparing construction plans for this bridge replacement and associated road configuration project in the Borough of Jim Thorpe. Provided detailed grading, road design, stormwater design, and E&S control design. Also prepared contract specifications and bidding documents and assisted in permitting.

**Center Road Bridge Replacement, Jackson Township Board of Supervisors, Monroe County, PA.** Civil Engineer for preparing construction plans for this bridge replacement and associated road reconfiguration. Provided detailed grading, road design, stormwater design, and E&S control design; prepared contract specifications and bidding documents; and assisted with bidding. Also obtained permit approvals, performed inspections, supervised construction, reviewed shop drawings, and provided on-site engineering adjustments.

**Save-A-Lot Grocery Store, City of Poughkeepsie, Dutchess County, NY.** Provided site engineering and design for redeveloping a parking lot on a 1.9-acre site into an approximately 16,600-SF grocery store with parking and loading areas. Prepared E&S control, stormwater runoff, and volume and quality designs as well as the SWPPP and NYSDOT highway work permit plan. Also managed other permitting and applications associated with the project and coordinated with multiple project stakeholders to obtain approvals from the City, County, NYSDOT, and NYSDEC.

**Firestone Complete Autocare, Centres BFS Northeast, LLC, Atlantic County, NJ.** Provided site engineering and design for construction of this auto care facility. Developed this approximately 7,600-SF facility with associated parking and loading areas on an approximately 1.3-acre long, narrow lot. Engineering responsibilities included site layout; E&S control design; and stormwater runoff, volume, and quality design. Also designed a water main extension. Managed the applications and permitting and coordinated with project stakeholders to obtain City, County, NJDEP, and New Jersey American Water utility company approval.

**Sonic Restaurant Site Design, Arc Properties, Lehigh County, PA.** Provided comprehensive site design and engineering services for the construction of an 1,800-SF restaurant with associated parking and loading facilities on 1.3 acres. Project also involved a shared driveway, accessible from a state road. Provided site layout; E&S control design; and stormwater runoff, volume, and quality design. In addition, managed the applications and permitting and prepared plans for land development, post-construction stormwater management, E&S control, and PennDOT HOP. Coordinated project activities with stakeholders to obtain PennDOT, PA DEP, and the Lehigh County Conservation District approvals.

**Automobile Dealership Land Development Expansion, Chevy 21, Northampton County, PA.** Prepared land development, lot consolidation, and PennDOT HOP plans for the expansion of this car dealership. Also provided stormwater design, E&S control design, grading, and permitting.

**Chestnuthill Township Self Storage, Chestnut Hill Township, Monroe County, PA.** Prepared land development and reverse subdivision plans for an approximately 24,000-SF storage facility. Also provided stormwater design, E&S control design, and a construction cost estimate.

**Proposed Restaurant Land Development Plans, Twinsiva Real Estate, LLC, Monroe County, PA.** Supplied land development plans for this approximately 25-seat restaurant. Also provided stormwater design, E&S control design, and a construction cost estimate.



**Student Housing Backup Generator, Indiana University of Pennsylvania, Indiana County, PA.** Provided initial layout and placement design for locating a backup generator in a narrow area between a detention pond, existing AC unit, and storm drainage inlet.

**Kutztown Fairgrounds Parking Lot Conditions Assessment and Drainage Review, Kutztown University, Berks County, PA.** Served as Civil Engineer for performing an investigative study to determine causes of flooding and potential paving and drainage improvements to a 662-vehicle parking lot on approximately 19-acre site. Responsible for conducting investigative site visits to determine the causes of the flooding. Provided recommendations along with supporting calculations to relieve the flooding problems, as well as guidance and recommendations based on local municipal and state stormwater requirements, and developed a rough order-of-magnitude cost estimate for recommended improvements.

**Cheyney University Melrose Cottage Renovation, Cheyney University, Chester County, PA.** Civil Engineer for providing site engineering design for renovations to this three-story, circa 1805 facility listed on the National Register of Historic Places. Provided design and post-design services in support of interior renovations at the nineteenth-century cottage for use as an alumni office and conference facility on the campus. Design encompassed grading, sidewalk, and ADA accessible route layout, handicapped parking, domestic water, fire protection service, and sanitary sewer layout. Also reviewed and approved construction shop drawing submittals.

**Covanta Facility Expansion, Covanta Energy, Delaware County, PA.** Provided planning and site and civil design for the construction of an approximately 15,000-SF container tipper building and site improvements to facilitate operations, including the rehabilitation and addition of a truck queuing yard totaling approximately 92,000 SF, the addition of a truck scale and ramps, a container-cleaning area and maintenance shed, and an approximately 1,700-SF office and locker room building. The civil design included E&S control and stormwater BMPs. Attended public hearings and obtained City land development approvals, Conservation District and NPDES permits and approvals, and provided civil and site support for PA DEP solid waste permits and approvals. Also coordinated a modification to the NPDES permit during construction.

**Midstream Natural Gas Gathering Pipelines and Facilities, Regency Energy Partners, Tioga County, PA.** Performed site and civil design, including stormwater management and E&S control design, for construction of a meter station site that included meter skids, a gravel laydown area, and an approximately 4,000-LF access driveway. Performed work as part of a multiple-year continuous master services contract.

**West Virginia Appalachian Fruit Research Station Boiler Replacement, USDA, Jefferson County, WV.** Provided initial site and civil design for installation of a 12,000-gallon propane fuel tank and 500-gallon diesel fuel tank.

**USDA Eastern Regional Research Center Parking Lot No. 3 Improvements, USDA, Montgomery County, PA.** Designed paving and drainage improvements to Parking Lot No. 3. Based proposed improvements on earlier investigative study that revealed the existing storm sewer piping suffered extensive damage and did not function properly during heavy rains.

**USDA Eastern Regional Research Center Stormwater Study, USDA, Montgomery County, PA.** Conducted an investigative study related to erosive conditions of Cresheim Creek, located down slope of the approximately 25-acre research center and the cause of flooding problems to a 76-vehicle parking lot at the site. Documented existing conditions, determined causes of erosion, and provided recommendations for their repair. Conducted site visits to determine causes of flooding in the parking lot and provided recommendations with supporting calculations to relieve the flooding problems. Based guidance on local municipal and state stormwater requirements and provided a rough order-of-magnitude cost estimate for recommended improvements.

**APHIS Otis Air National Guard Base Pest Survey Detection and Exclusion Laboratory, Life Safety and HVAC Improvements, USDA, Barnstable County, MA.** Assisted with revisions to the site and civil design and conducted construction inspections for life safety and HVAC improvements to this 32,500-SF laboratory. This effort included developing plans showing necessary building renovations for compliance with national building code requirements for life safety. Also included complete building HVAC systems replacement in the design approach.

**APHIS Otis Air National Guard Plant Protection and Quarantine Laboratory Annex, USDA, Barnstable County, MA.** Assisted with revisions to the site and civil design and conducted construction inspections for an approximately 5,000-SF laboratory at the Otis Air National Guard Base. Project included a complete topographic survey, GPR survey, and geotechnical investigation of the project site prior to design.

**SOUTH WHITEHALL TOWNSHIP  
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2020-\_\_  
(Duly Adopted December 2, 2020)**

**A RESOLUTION APPOINTING MATTHEW MULQUEEN  
TO THE SOUTH WHITEHALL TOWNSHIP PLANNING COMMISSION**

**WHEREAS**, the Board of Commissioners of South Whitehall Township, Lehigh County, Pennsylvania, are cognizant of a vacancy on the South Whitehall Township Planning Commission; and

**WHEREAS**, Mr. Matthew Mulqueen has acknowledged his interest and willingness to serve as a member on the South Whitehall Township Planning Commission.

**NOW, THEREFORE, BE IT RESOLVED** that Matthew Mulqueen, of 1035 Dylan Drive, Allentown, Lehigh County, Pennsylvania, be appointed to the South Whitehall Township Planning Commission, said appointment effective December 2, 2020, and said appointment terminating on December 2, 2024, or until a successor shall have been appointed.

**DULY ADOPTED** this 2<sup>nd</sup> day of **December 2020** by the Board of Commissioners of South Whitehall Township, Lehigh County, Pennsylvania, in lawful session duly assembled.

**SOUTH WHITEHALL TOWNSHIP  
BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Christina "Tori" Morgan, President

**ATTEST:**

\_\_\_\_\_  
Mike Wolk, Assist. Township Secretary

## Tracy J. Fehnel

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**From:** Matthew Mulqueen <mulqueenhome@gmail.com>  
**Sent:** Friday, September 4, 2020 10:46 AM  
**To:** Info; Tracy J. Fehnel  
**Subject:** Mulqueen Volunteer Application  
**Attachments:** Matt Mulqueen Volunteer Application.pdf

Hi,

I've attended a number of BOC Meetings recently and I have expressed my interest in volunteering in the past, but I wanted to submit an application to make it official. Please find attached. I am available to discuss any opportunities.

Thanks,  
Matt Mulqueen

# South Whitehall Township

## VOLUNTEER BOARD MEMBER APPLICATION

Date: Sept 4, 2020

*Resume Attached*

Please identify what Commission(s), Committee(s) or Board(s) you are applying for:

- Building Code Appeals Board
- Board of Authority
- Civil Service Commission
- Environmental Advisory Council
- Fire Prevention Code Appeals Board
- Landscape and Shade Tree Commission
- Parks and Recreation Board
- Planning Commission
- Plumbers Licensing Appeals Board
- Public Safety Commission
- Zoning Hearing Board

**Contact info:**

Your Name: MATT MULQUEEN

Address: 1035 DYLAN DR

City/State/Zip: ALLENTOWN, PA 18104

Telephone: \_\_\_\_\_ Cell: 484-505-9391

E-mail: Mulqueenhome@gmail.com

**Qualifications:** (if possible, please attach your Letter of Interest along with your latest Resume)

Education: school, degree, major, ad-hoc training/certifications

*BA - Political Science*  
*MA - Int'l Relations*

Occupation/Job experience:

*25 Year Service as Active Army Officer*  
*8 Years School Leadership*

Municipal government experience - specifically in a Board/Committee/Commission position:

*9 Years Zoning Board*  
*4 Years Commission*

**Motivation:**

Why are you interested in serving as a Township Volunteer?

I believe it is important to give back to the community. By active involvement we all make our township a better place to live.

Community involvement history:

9 years ZWB, 4 yrs Commissioner

**Goal as Volunteer Board Member:**

If selected, what would you like to accomplish?

To continue to use my knowledge, skills + experience in making sound, fair, decisions for the Township Residents.

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When complete, email form to [info@southwhitehall.com](mailto:info@southwhitehall.com) with "Volunteer Board Member Application" in the Subject line or print and mail to:

South Whitehall Township  
Attn: Township Manager  
4444 Walbert Avenue  
Allentown, PA 18104-1699

Thank you for the opportunity!

Matt Whigam

Matthew J. Mulqueen  
1035 Dylan Drive  
Allentown, PA 18104  
(484) 505-9391  
E-mail: mulqueenhome@gmail.com

**Sales Management/Business Development Leader**

25 year career Army officer with a successful transition to civilian sales leadership management in the utility materials industry. Proven track record managing complex operations, finances, and competing customer needs in a fast paced environment. Able to build strong, process oriented teams in order to complete work accurately and on budget. Strong customer relationship builder.

**Alliance Development Manager, Anixter (HD Supply), Inc.** **Sept 2012 to Present**

P&L management of sales branch averaging \$120M annual sales to a major PA utility. Provide materials management to major capital construction projects. Direct report to Regional VP. Regular interaction with utility's business line leadership as well as the Director, Supply Chain and his senior staff. 15 direct reports.

- Progressed from initial role as a project manager to lead relationship manager.
- Key leader turning around a struggling client relationship and renegotiating a new 3 year \$410M agreement.
- Working closely with our client, developed common sense solutions to provide materials management support to multimillion dollar projects in a cost effective way.

**Commissioner, South Whitehall Township, PA** **2016 to 2019**

One of five member municipal governing body. Commissioners are elected at large for four year terms. South Whitehall is a First Class suburban township of 25,000 residents with 130 full time staff to include a police department. Annual Operating budget of \$30M.

- Successfully negotiated three balanced budgets which maintained superior municipal services while controlling costs.
- Key negotiator of two Union employee contracts which resulted in reasonable Bargaining Unit compensation while controlling public costs.
- Successfully worked with police leadership and union to restructure the department into a more flexible organization which improved morale and reduced overtime expenses.

***Key Assignments as an Active Duty Army Officer***

**Internal Audit Manager (Inspector General)** **2008-2012**

With direct report to chief executive officer, supervised a staff of senior Soldiers and civilians who inspect, evaluate, and recommend improvements on the efficiency and effectiveness of operations within the organization of 8,000 people. Developed and implemented quality improvement initiatives. Investigated and resolved allegations of impropriety, unfairness, or mistreatment. Provided guidance to senior leadership concerning the resolution of personnel issues. Mediated personnel disputes.

**State Active Component Advisor**

**2004-2008**

Direct report to a New Jersey Cabinet member coordinating all Federal/State projects pertaining to 8000 member organization. Lead project officer in development of mobilization plans for reserve component Soldier service in Iraq and Afghanistan. Coordinated federal military support for domestic response operations. Resolved competing interests of multiple federal agencies and the New Jersey Government.

**Manager, NATO Strategic Communications Battalion (Battalion Commander) 2003-2004**

Provided leadership to 250 highly trained, multi-disciplined staff members representing 16 NATO nations delivering transcontinental strategic data and voice communications from Denmark to Germany, including nuclear management networks.

**Strategic Planner (Assistant J3 Operations)**

**2001-2003**

Information Technology project manager on an international staff. Reported to a Polish general officer concerning strategic military planning for this major NATO headquarters.

***Additional Assignments as a United States Army Officer***

Battalion S3/Operations Officer, Command Executive Officer/Secretary to the General Staff, Project Officers, Company Commander, Platoon Leader.

***Other Work and Community Involvement***

**Zoning Hearing Board, South Whitehall Township, PA**

**2007-2016**

One of five member appeals board appointed by Township Commissioners. Listened to facts and applied municipal law to provide rulings on zoning appeals by residents.

**Adjunct Professor of Geography Muhlenberg College, Allentown, PA**

**2005-2007**

Developed and taught an undergraduate course on World Geography. The course examined the world by region, focusing on the unique economic, political, and military challenges of the post-Cold War era and emphasizing America's role in world affairs.

***Education***

**University of Oklahoma, Master of Arts, International Relations**

**DeSales University, Bachelor of Arts, Political Science**



**SOUTH WHITEHALL TOWNSHIP  
LEHIGH COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2020-\_\_  
(Duly Adopted December 2, 2020)**

**A RESOLUTION APPOINTING SCOTT BOEHRET  
TO THE POSITION OF TOWNSHIP SECRETARY**

**WHEREAS**, the First Class Township Code, under Article IX, establishes the position of Township Secretary and the means for filling said position; and,

**WHEREAS**, the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, are cognizant of the resignation of Stephen D. Carr, Township Secretary; and,

**WHEREAS**, Scott Boehret has acknowledged his willingness to serve as Township Secretary.

**NOW, THEREFORE, BE IT RESOLVED** that Scott Boehret, 328 N. 40th Street, Allentown, PA 18104, Pennsylvania, be appointed to the position of Township Secretary, said term expiring December 31, 2021, or until a successor shall have been appointed.

**DULY ADOPTED** this 2<sup>nd</sup> day of **December 2020**, by the Board of Commissioners of the Township of South Whitehall, Lehigh County, Pennsylvania, in lawful session duly assembled.

**TOWNSHIP OF SOUTH WHITEHALL  
BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Christina "Tori" Morgan, President

ATTEST:

\_\_\_\_\_  
Mike Wolk, Assist. Township Secretary



## Tracy J. Fehnel

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**From:** Christina Morgan  
**Sent:** Tuesday, November 24, 2020 1:06 PM  
**To:** George Kinney  
**Cc:** Diane Kelly; Joe Setton; Matt Mobilio; Mike Wolk; Renee C. Bickel; Tracy J. Fehnel; Laura Harrier; Gregg R. Adams; Jennifer Alderfer (jalderfer@zatorlaw.com); jzator@zatorlaw.com  
**Subject:** Re: Outdoor Dining

Thanks George!

Sent from my iPhone

On Nov 24, 2020, at 11:35 AM, George Kinney <kinneyg@southwhitehall.com> wrote:

Good Morning Commissioners,

You may recall approving a policy guideline document earlier this year that would permit outdoor dining in an expedited and cost free manner. That policy was temporary and is due to sunset on November 30. For your consideration at your December 2 meeting is the same policy with a revised sunset date (see attached) should you desire to extend this consideration.

gk

### **George Kinney, AICP**

Director of Community Development  
South Whitehall Township  
4444 Walbert Avenue  
Allentown, PA 18104  
610.398.0401 (office)  
[kinneyg@southwhitehall.com](mailto:kinneyg@southwhitehall.com)

<image003.jpg>

<Outdoor Dining Policy Extension.pdf>

# South Whitehall Township Temporary Outdoor Dining Guideline Policy

Effective November 30, 2020 through November 30, 2021.

Any restaurant establishment and/or retail food service business located in South Whitehall Township may operate an outdoor dining area pursuant to the following guidelines:

- Outdoor dining is permitted on public and/or private property as an accessory use to a restaurant or retail food service business that has indoor seating.
- If a restaurant or retail food service business is not the property owner, then it must obtain written permission from the property owner prior to installation.
- The hours for outdoor dining shall be the same as the restaurant or retail food service business hours of operation. The business is expected to control noise to adjacent residential properties and the Township reserves the right to restrict hours if adjacent property owners are clearly affected.
- The location of all furniture, fixtures and facilities associated with outdoor dining shall be such that a continuous 4' pedestrian access route is maintained.
- The location of the outdoor dining area shall not impede any vehicle travel way and shall not block any hydrants or fire lanes.
- The outdoor dining areas shall be ADA compliant and accessible.
- The outdoor dining area, at owner expense, shall be kept in a neat and clean condition, free from nuisance, debris, litter and trash.
- Outdoor dining areas may extend beyond their property boundary with written permission from the adjacent property owner.
- Only tables, chairs, umbrellas, landscaping, refuse containers, approved heaters/fans, and pedestrian amenities shall be permitted in the outdoor dining area. Tents may be permitted only by approval of the Fire Marshal. All outdoor fixtures shall be securely stored when not in use.
- The locations of heaters/fans shall be approved by the Fire Commissioner and are not permitted under non-fire rated tents or umbrellas.

- Refuse container(s) should be provided within the outdoor dining area.
- Outdoor advertising shall not be permitted with the exception of menus and/or sandwich boards.
- South Whitehall Township restaurants and retail food service businesses should observe Governor mandates as relevant to their particular industry.
- All businesses operating under these Guidelines are advised to check with their liquor license legal counsel and the Pennsylvania Liquor Control Board to confirm that outdoor dining areas are licensed with the Pennsylvania Liquor Control Board. These Guidelines are in no way a substitute or replacement for any requirements of the State governing liquor licenses. The Township assumes no responsibility to confirm your compliance with any State requirements.

#### **Submission Requirements, Inspections and Fees**

- 1) A building permit or zoning review shall not be required for any outdoor dining area for the duration of this guideline policy.
- 2) A sketch plan shall be submitted to the Township for review prior to establishing an outdoor dining area. This sketch plan shall include owner permissions and clearly indicate the location of the dining area and any amenities proposed thereto, including furniture and advertising.
- 3) There is no fee for this submission or review and the approved sketch plan shall act as the permit, which is to be maintained at the location of the outdoor dining area.
- 4) Once established, the outdoor dining area is subject to review of the SWT Fire Commissioner for compliance with these conditions and any other safety measures related thereto.
- 5) Any facility already approved for outdoor dining is not required to secure the sketch plan permit unless expansion is contemplated.