



BOARD OF COMMISSIONERS

PUBLIC MEETING

AGENDA-MINUTES

February 17, 2021

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

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

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

Attendees: Commissioner Christina (Tori) Morgan, President
Commissioner Diane Kelly, Vice President
Commissioner Michael Wolk, Assist. Secretary
Commissioner Matthew Mobilio
Commissioner Joe Setton
Joseph A. Zator, Twp. Solicitor, Zator Law Offices
Anthony Tallarida, Twp. Engineer, The Pidcock Company
Renee Bickel, Township Manager - Absent
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
Dave Manhardt, 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)**

For the record, President Morgan advised that the Board met in Executive Session on February 5th, 10th, and prior to this evening's meeting to discuss personnel and legal matters.

4. MINUTES

a. February 3, 2021 - BOC Meeting Minutes

A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Wolk, to approve the February 3, 2021 BOC Meeting Minutes as presented.

Roll Call Vote as follows:

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

5. **PRESENTATIONS:** None.

6. **ORDINANCES:** None.

7. **RESOLUTIONS:**

a. A Resolution Granting Preliminary-Final Approval to a Major Plan Entitled "Shia Ithna Asheri Jamaat of Pennsylvania"

Dave Manhardt, Director, Community Development Department explained this application was before the PC on December 17, 2020. Property located at 1500 Ridgeview Drive. Plan proposes tearing down existing mosque, replacing with a larger mosque with parking lot and storm water improvements related to that. Note – As of yet, we have not received the LVPC letter, which was a condition of approval; however, Dave indicated he did not anticipate a negative determination. Also, noted that the timeline is up tonight. If there is no action by the Board this evening, we would need a waiver from the time limitation to review the plan. We did receive a signed copy of the Acceptance of Conditions. Also, it does meet parking requirements for a mosque. Township Engineer Tony Tallarida said the reason for the removal of the 13 parking spaces is they are adding a few more sidewalks around in order to mimic the impervious cover, so that there was no change in the stormwater on the site.

The Board's questions were answered; there were no questions/comments by the Public.

A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Setton, granting P-F Approval to Plan "Shia Ithna Asheri Jamaat of Pennsylvania" as discussed.

Roll Call Vote as follows:

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

b. A Resolution Granting Preliminary-Final Approval to a Major Plan Entitled "Proposed Parking Lot Improvements 798 Hausman Road"

Dave Manhardt, Director, Community Development Department explained this application was also before the PC on December 17, 2020, where they recommended approval. The property is located at 798 Hausman Road (it is the LV Health Network building). It included driveway, parking lot improvement upgrades and stormwater. Note – This application, if

there is no action by the Board, would require a waiver due to the time limitation to continue because of the deadline.

There were no comments/questions by the Board or Public at this time.

A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Wolk, granting P-F Approval to Plan “Proposed Parking Lot Improvements 798 Hausman Road” as discussed.

Roll Call Vote as follows:

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

Motion carried.

c. A Resolution Amending Resolution No. 2019-67 which Granted Preliminary-Final Approval to a Major Plan Entitled "1960 Harold Avenue" to Include an Additional Waiver Granted to SALDO Section 312-39(e)

Dave Manhardt, Director, Community Development Department explained this application came before the BOC at the December 18, 2019 meeting. Application is for some lot consolidations and subdivisions to put in a bank of five townhouses. They are requesting a waiver from the section of the SALDO which deals with the soil erosion and sediment control plans that are reviewed by the LV Conservation District. Staff has concerns that if these requirements are waived, there is no capability to enforce the soil erosion and sediment control plan. Being that it is located in an existing developed residential area, any soil erosion would definitely be felt and seen—Staff has concerns about this. Township Engineer Tony Tallarida explained that the Township has entered into an agreement via Memorandum of Understanding with the Conservation District that every project, regardless of the size, would be submitted to the Conservation District for their approval. In turn, the District has outlined some things that they would help the Township with, in terms of enforcement, MS4 items, etc. In every instance, we have requested Applicants go to the District to get their approval letter. To be consistent, we would do the same with this project.

The Board’s questions were answered; and there were no comments/questions by the Public at this time.

A MOTION was made by Commissioner Morgan, which was seconded by Commissioner Kelly, to TABLE this item, so that Mr. Posocco can get this taken care of with the Conservation District, regarding the approval letter, before the BOC moves to waive or not waive.

Roll Call Vote as follows:

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

Motion carried.

Mark Bradbury did check in towards end of meeting regarding status of this item and advise of the above action taken.

8. MOTIONS

a. Motion Granting Upper Macungie Township's Request to Allow the Installation of an "Advance Warning Sign" Per PennDOT Specifications in South Whitehall Township Right-of-Way.

Township Manager Renee Bickel explained that she had received notice from Township Manager Bob Ibach, from UMT, that they had done a culvert weight study on Crackersport Road. This is a request to alert the westbound truck drivers on Crackersport Road in SWT, of the advanced warning of the weight limit to the culvert. UMT has indicated they are willing to provide and maintain the sign. Our PW Operations Team is OK with this. Township Engineer Tony Tallarida suggested that a second sign be installed in advance of Eck Road in the event a truck would need to turn around ahead of Eck Road, which UMT has agreed to as well.

The Board's and Public's questions were answered.

Brian Hite asked if UMT was going to put advance-warning signs along Blue Barn Road to prevent trucks from getting down that far; and he suggested that another sign be placed closer to the former location of Covenant Transport terminal to make them aware that they would rather go towards 309. Staff will take under advisement and Brian said he will reach out to UMT regarding Blue Barn.

A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Setton, granting UMTs request to the installation as explained above.

Roll Call Vote as follows:

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

Motion carried.

b. Motion Requesting Permission to Proceed with Replacement of Park Amenities

Mike Kukitz, Parks & Recreation Manager, explained this goes back to in August when Covered Bridge Park was hit by Tropical Storm Isaias, which damaged beyond repair many of the Parks amenities—this storm was one of the worst that has been seen in 80 years. Mr. Kukitz explained the Township is requesting permission to replace 40 picnic tables, 3 grills, 6 player benches, and 20 trashcans—and approval for the purchase of all replacement park amenities through The Park Catalog in the amount of \$52,462.32. Insurance monies will be used for this expense. Total monies receive from insurance was \$83,000 for three locations—the monies allotted to CBP were \$59,039.

Questions answered by Board/Public at this time.

A MOTION was made by Commissioner Kelly, which was seconded by Commissioner Wolk, to move forward with the replacement of the park amenities in the amount of \$52,462.32 as discussed.

Roll Call Vote as follows:

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

Motion carried.

9. CORRESPONDENCE AND INFORMATION ITEMS:

a. Boards and Commissions – Informational Items

CURRENT VACANCIES ON BOARDS/COMMISSIONS:

1. Civil Service Commission - 2 vacancies, alternate positions
2. Landscape Shade Tree Commission - 2 vacancies
3. Planning Commission - 1 vacancy

Finance Committee Report – Commissioner Wolk explained they met February 11th with Auditors Herbein, to discuss Audits and timeline regarding completion of said Audits; changes discussed, of which many already in progress. Township and Auditors targeting 2016/2017 audit completion end of March 2021; 2018/2019 audit completion end of June 2021. Monthly meetings will be held to discuss updates of audit completions, as well as other financial issues, including impact of COVID-19.

b. Civil Service Commission Report for Year 2020 – Self Explanatory. In packet.

10. DIRECTION/DISCUSSION ITEMS: None.

11. OLD BUSINESS: Township Manager, Renee Bickel

a. Wehr’s Dam – Status: Workshop to be held on February 24th at 6P.

b. Campus Renovation Project: Certificate of Occupancy anticipated for next week for PD and PW areas. On March 5th, the Administrative level of the building anticipating Certificate of Occupancy. Public Meeting Room will be last part completed sometime in March. In terms of project costs at this point we are \$1,000 off of projected costs. Total construction cost of project was \$8,314,000.

c. Credit Cards: Next meeting demonstration of credit card payment; there is a YouTube demo of this, showing steps to initiate credit card payment.

12. DEPARTMENT REPORTS:

a. Executive Department – Township Manager Renee Bickel

Website goes live tomorrow. This will be a work in progress. Once website is live, then credit cards will be implemented.

Advanced Disposal – Transfer Station closed tomorrow due to weather. Will go to Friday/Saturday pickup.

b. Community Development Department – Dave Manhardt

Website is going live tomorrow; all information brought over from old site. This will be a work in progress. Dave gave brief overview presentation. Will next be working on implementation of advanced functionality features.

Comprehensive Plan – Survey has closed. Received over 600 respondents. Currently analyzing results; currently developing public input development scenario based on “how should we grow” and “where should we grow”. Working with Michael Baker to launch a kickoff meeting for these working groups. It will be a digital platform with breakout sessions. Currently working on getting subject matter experts to help guide discussion of these different subject areas as classified in the MPC. Commissioner Morgan added keeping in mind the aspect that we touch on all stakeholders as represented in the township to make sure that they are all represented in these working groups. Dave said meeting dates will be set based on the subject matter experts and will be forthcoming. These meetings will be recorded so that people who cannot attend, can virtually attend.

b-1. Status Update regarding SWT COVID-19 Relief Small Business Grant Jessica O’Donnell, Executive Vice President of Affiliated Chambers for The Greater Lehigh Valley Chamber of Commerce, and Ashley Lorah, Emmaus Main Street Manager, AVP, Affiliated Chambers (EPCC, WLCC, SLCC) were both in attendance this evening.

Jessica explained that Township Manager Bickel gave them the directory consisting of over 500 businesses. They have placed many cold calls because of not having emails for everyone to tell them about this grant opportunity. Currently 15 applications completed; many other businesses have applied, but are not considered complete until we have all the necessary supporting documents. We will continue to get this information out there regarding this grant opportunity, and will also continue with the cold calls connecting with the businesses. Business owners continue to reach out to us. Ashley mentioned that there is ongoing marketing, advertising, social media to get the word out. Both Jessica and Ashley thanked the Board for their leadership and for acknowledging the plight of small businesses in making this program available.

c. Finance Department – Scott Boehret

As previously mentioned, Scott said the Finance Committee did meet where we primarily discussed the audits and our audit initiatives. Main focus are audits 2017/2018, soon to shift to 2019/2020. (2016 is in the hands of the auditor.) In terms of financial reporting, another area of focus is the identification of some efficiencies to help the Board better understand the numbers for the financial statements, which BOC will see in your next financial packet. Also, we are currently taking a deep look at our Business Privilege Program—going to be looking at a Munis module for the program.

d. Parks & Recreation Department – Randy Cope

April 17th, the 4th Annual Fishing Derby to be held at Covered Bridge Park; April 22nd, 6P – First meeting for the Kohler Ridge Park Master Plan; Ribbon Cutting for the Covered Bridge Park Playground – this project is nearing completion. Starting to hire for the Summer Playground Program. Check website for further details on all of these items.

e. Police Department – Chief Glen Dorney

Statistics for month of January. Handled 1,196 calls for service and wrote those reports. EMS calls 216; 57 reported crimes; most frequent crime was shoplifting; Mondays are the busiest day of the week. 24 arrests for the month.

June 21-25th the 3rd Annual Youth Academy – filling up quickly. Information on website and social media. Jason Grozier is contact person.

New Hire - Officer, Monica Minkiewicz, who is also a township resident.

f. Public Works Department – Randy Cope

Capital Project Updates: Manhole-to-Manhole Sewer Lining Projects – we are lining approximately 1500 feet of a 21-inch interceptor line on Dorney Park Road and about 300 feet of the Scherersville line, which have all been TV'd for inspection. Project start date TBD. Information to be provided on website as project progresses. VFD for Jacoby Water Station has been ordered, to start in 6-8 weeks. Water Risk & Resiliency Report working on this with our Utility Engineer, SSM, which takes an overall look at our system for any deficiencies and any other additional security measures.

g. Township Engineer – Tony Tallarida, The Pidcock Company

Currently four plans with the Planning Commission this month. Continuing to review projects; closing out some things that have been hanging especially during these months when construction has stopped. Continuing to assist Herb and Mike in PW whenever they need anything.

13. COURTESY OF THE FLOOR: None.

14. 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.

Roll Call Vote as follows:

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

Motion carried.

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

16. **ADJOURNMENT:** At 8:28 p.m. a MOTION was made by Commissioner Kelly, which was seconded by Commissioner Setton, to adjourn. All in favor; none opposed.

17. **APPROVED: March 3, 2021**

On March 3, a MOTION was made by Commissioner Kelly, which was seconded by Commissioner Morgan, to approve the February 17, 2021 BOC Meeting Minutes as presented.

Roll Call Vote as follows:

Commissioner Wolk: AYE

Commissioner Mobilio: AYE

Commissioner Setton: AYE

Commissioner Kelly: AYE

Commissioner Morgan: AYE

Motion carried.
