



## BOARD OF COMMISSIONERS

**PUBLIC MEETING**

**AGENDA-MINUTES**

**March 17, 2021**

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

Public/Virtual Meeting Rules were read.

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

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

Attendees: Commissioner Christina (Tori) Morgan, President  
Commissioner Diane Kelly, Vice President  
Commissioner Michael Wolk, Assist. Secretary  
Commissioner Matthew Mobilio  
Commissioner Joe Setton  
Joseph A. Zator, Twp. Solicitor, Zator Law Offices  
Anthony Tallarida, Twp. Engineer, The Pidcock Company  
Renee Bickel, Township Manager  
Randy Cope, Director of Twp. Operations  
Herb Bender, PW Superintendent  
Mike Elias, PW Utility & MS4 Coordinator  
Scott Boehret, Finance Manager  
Chief Glen Dorney, SWT Police Department  
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](http://boarddocs.com); USERNAME: **swhitehall**; PASSWORD: **swtpublic**)**

**4. MINUTES**

**a. March 3, 2021 - BOC Meeting Minutes**

A MOTION was made by Commissioner Wolk, which was seconded by Commissioner Kelly, to approve the March 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:**

6. **ORDINANCES:** None.

7. **RESOLUTIONS:**

a. **A Resolution Extending the Conditional Preliminary-Final Approval Granted to a Major Subdivision Plan Entitled "1960 Harold Avenue"**

Dave Manhardt, Director, Community Development Department, explained that the application was before the Board December 2019, and again before the Board at the February 17, 2021 meeting requesting a waiver for one of the SALDO conditions of the Resolution requiring an approved soil erosion and sedimentation plan. Applicant is back again this evening requesting an extension to get that condition satisfied. Staff has no objection to the granting of that extension. Additionally, the five townhomes were approved in Condition #11 of the resolution and requires a soil erosion plan approval from the Lehigh County Conservation District. At the February meeting, Applicant was requesting that be waived. The Board tabled this at the February meeting for Staff to discuss with Applicant. Applicant is back requesting an extension to get that condition satisfied. Dave said length of time to secure this would be well within the 120-day extension.

Board questions answered at this time; no questions from Public.

A MOTION was made by Commissioner Morgan, which was seconded by Commissioner Setton, granting extension for 1960 Harold Avenue Plan, as described above.

Roll Call Vote as follows:

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

Motion carried.

8. **MOTIONS**

a. **Motion Requesting Permission to Extend Current Grass Cutting-Weed Trimming**

Randy Cope, Director, Township Operations, explained we are looking to extend our annual grass mowing and trimming contract. This was a three-year contract with All Year Inc., which allows for three, one-year extensions. We are here this evening asking for an extension from the Board. Contractor has agreed to hold the 2020 Contract pricing of \$82,912.50. No changes being made to locations or the services. Services include weekly grass cutting and trimming from mid-April to end of October, with an estimated 30 cuts/location. We are requesting a one-year extension of this contract.

Board questions were answered at this time; no questions from Public.

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A MOTION was made by Commissioner Wolk, which was seconded by Commissioner Kelly, to extend the above-mentioned grass cutting-weed trimming contract for one year, as discussed 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 Purchase of John Deer Skid Steer with Stump Grinder Attachment**

Herb Bender, PW Superintendent explained that SWT PWs is requesting permission to purchase a John Deer Skid Steer with a stump grinder attachment for \$74,722.01. This piece of equipment will be used for grading of the detention basins and also used for grading of water cuts and repairs. This will also be used to help load leaves during leaf season. \$80,000 was budgeted for this item. Decided to go with John Deer because we currently have another one, which means the other attachments will also hook up to this one.

No questions from Board or Public at this time.

A MOTION was made by Commissioner Kelly which was seconded by Commissioner Setton, to approve the purchase of the John Deer Skid Steer with Stump Grinder attachment as explained by Mr. Bender.

Roll Call Vote as follows:

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

Motion carried.

**c. Motion Requesting Permission to Partially Waive Sidewalk and Curbing Requirements - 1420 N. 22nd Street**

Dave Manhardt, Director, Community Development Department, explained that the request is located at the corner of Grove Street and North 22<sup>nd</sup> Street. The Applicant is submitting a Waiver Request from the SALDO in connection with the 1420 N. 22<sup>nd</sup> Street Minor Subdivision Project. Was before the PC in November 2020 and received approval for a subdivision with a future construction—as part of that approval the PC deferred until the dwelling on lot #2 is constructed. They deferred the construction of sidewalk and curbing, along Grove Street and North 22<sup>nd</sup> Street. Applicant returned to PC in December 2020 to request that sidewalk and curbing along North 22<sup>nd</sup> Street be waived. PC took no action letting original recommendation stand. Tonight Applicant is requesting BOC to waive sidewalk and curbing along N. 22<sup>nd</sup> Street.

Per Attorney Joe Rentko, on behalf of Applicant, he is submitting waiver request from SALDO in connection with this project as follows: *SALDO 312-35(b)(3)(a)(II)(1)(A)* – Pertaining to the requirement of sidewalk and curb along the street frontage, specifically North 22<sup>nd</sup> Street. Applicant is located on a corner property bound by Grove Street and North 22<sup>nd</sup> Street. The Lot is sized to allow for a by-right subdivision resulting in the existing house continuing to have frontage on N. 22<sup>nd</sup> Street and the proposed dwelling having frontage only on Grove Street. Grove Street does not currently have sidewalk and curb on either side of the street and it seems the Township would certainly benefit from having sidewalk and curb installed along Grove Street frontage at this time. North 22<sup>nd</sup> Street currently has sidewalk installed on the east side of the street for the entire block. There is currently no sidewalk and no curb along the west side of 22<sup>nd</sup> street, where Mr. Karadasheh currently resides and is not proposing to construct a new home or driveway. Therefore, Mr. Karadasheh is requesting that the requirement for sidewalk and curb along the North 22<sup>nd</sup> Street frontage only be waived.

Board comments were made and questions answered; no questions by public at this time.

A MOTION was made by Commissioner Setton to deny the request from Applicant for permission to partially waive sidewalk and curbing requirements for 1420 North 22<sup>nd</sup> Street, and to then move forward with the deferral. The motion was seconded by Commissioner Mobilio. President Morgan explained this is to increase the walkability within the Township. We do not make it a practice of waiving the sidewalk requirements within the Township.

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**

Green Advisory Council – President Morgan explained the GAC met on March 15<sup>th</sup>. Talked about GAC Facts to be in Newsletter and on Website. Single-use plastics survey will be sent out in the near future, and will be discussed at next BOC meeting. Based on results of survey /the gathering of information, BOC at some point would then discuss, decide whether or not to put together/move forward with a single-use plastics ordinance—does it make sense for the Township? However, there have been no decisions made on a single-use plastics policy at this time. Also talked about community garden—this is in its infancy stage, it is a concept, they are gathering information. Clean up in Parks to occur, which will take place on Earth Day the 24<sup>th</sup>, 9A, at CBP.

### **CURRENT VACANCIES ON BOARDS/COMMISSIONS:**

1. Civil Service Commission - 2 vacancies, alternate positions
2. Landscape Shade Tree Commission - 2 vacancies
3. Parks & Recreation Board – 2 vacancies

#### 4. Planning Commission - 1 vacancy

President Morgan said PC interviews complete; interview committee will meet at end of week, and hopefully coming to BOC beginning of April for that position.

Comments made by Board—questions answered. Comments also taken by Public and questions answered.

### 10. **DIRECTION/DISCUSSION ITEMS:**

#### a. **Request for Disabled Parking – 2339 W. Fairmont Street**

Renee explained that Mr. Webb was also in attendance. This is a request for a disabled parking spot at 2339 W. Fairmont. When we received these requests, PW goes out and looks/evaluates the area; additionally we receive information with regard to need of spot. Herb Bender, PW Superintendent said he did go out to this area. Parking is tough in this area, and he agrees that a disabled parking spot is needed at this area. It was noted, however, that anyone who has a disabled parking plaque would be able to park in this spot.

A MOTION was made by Commissioner Mobilio, which was seconded by Commissioner Wolk, to approve the above-mentioned request from Mr. Webb.

Roll Call Vote as follows:

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

Motion carried.

### 11. **OLD BUSINESS:**

Finance Committee – Commissioner Wolk said Finance Committee is restarting its monthly meetings. These meetings are essential for the Township and enable a close cooperative effort between Commissioners and Township Administration. Continuing to work on audits/schedule of audits' completion, ongoing impact of pandemic by monitoring revenue/expenses, and COVID grant fund decisions.

Township Manager, Renee Bickel gave status of 11-a, b.

a. **Wehr's Dam – Status:** Next steps—permitting with the LCCD; waiting for finalization of fees for this permit, which will then be submitted.

b. **Campus Renovation Project:** Friday, March 26<sup>th</sup>, is tentative date to move back to Township building. This is dependent on inspections and issuance of COs. Goal is to be open to public Monday, March 29<sup>th</sup>.

American Rescue Plan Act of 2021 – This is the Act which paid stimulus and incorporates money that will be provided to counties and local governments. We have not yet heard how much money we are officially getting. Could be possibly north of \$1.5M. This money has not been received. Anticipate to receive in the next 60-90 days. This money will be set aside in a separate account until a plan is presented to the Board and worked on w/the Board. It does

come in two separate payments. First payment expected in the next 60-90 days, and second payment would come approximately one year later.

We as a Township also agreed on COVID relief grants to our small businesses. We continue in this process, which is nearing the end of the evaluations of the businesses who have applied for the grants. Anticipate this will be on the next agenda.

The grants being looked at to help with the repair costs of the Dam—Renee explained we are looking into the C2P2 Grant due in April, and are looking into this from a timing perspective. Application for this grant would mean that we might not be able to do construction this year. We are asking DCNR some questions with regard to this timing. This means we could potentially be doing construction in advance of a grant award. Will keep Board posted.

Board questions answered at this time. No questions by public.

**c. Credit Cards:** Scott Boehret, Director of Finance, did a presentation for the Board on the credit card processing and how this will work. Residents will have to register for this service. Customers will be able to view their consumption history as well. You will have access to your sewer, water, and refuse billing information. Through this service, even if residents do not want to pay with credit card, they can get their bill sent to them via email. Multiple avenues will be used to get this information out to public.

Board questions answered at this time, followed by questions from the public.

## **12. DEPARTMENT REPORTS**

**a. Executive Department** – Township Manager Renee Bickel. Report given above under Old Business.

**b. Community Development Department** – Dave Manhardt, Director. Comp Plan Kick-off Meeting (Phase 4, to be held virtually) Scheduled for March 31, 2021, 6P. Meeting will be run by Michael Baker International. Format of meeting—Introductory Room, followed by three 15-minute Breakout Sessions. In each of these sessions working with LVPC, who will provide subject matter experts for those topic areas. Will then reconvene in the Main Meeting Room for closing statements. Big goal is to have people sign up for the working groups.

Board questions answered at this time. No questions by public.

Permits – Still busy with permits. No slow-down occurred during winter months.

**c. Finance Department** – Scott Boehret, Director. Audit Status--On Township's side, mid-way through 2019 Audit list. 2016, 2017 in the review process with our audit firm. 2018 is in the field work process with our audit firm as well. We are at a point where audit firm has to catch up to us now. Finance Committee meeting coming up. The American Rescue Plan Act/Funding will be a large part of that meeting. Attending webinars to learn how all this will work. Lastly, Financial Statement Analysis Information will be provided to the Board end of week, using new format discussed at last Finance Committee meeting.

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Board questions answered at this time; no public questions at this time.

**d. Parks & Recreation Department** – Mike Kukitz, Parks & Recreation Manager. Kohler Ridge Public Meeting April 22, 2021. Remainder of Covered Bridge Park improvements should be done by May 1<sup>st</sup>. Fishing Derby and Earth Day Events also scheduled. Some new opportunities this year—Art in the Park, Fitness in the Park, and more. Youth soccer instruction for the younger groups has grown tremendously from last year—over 50 signed up already. Summer Program, 220 kids already registered. Currently looking for Staff for the Summer Program.

Board questions answered at this time; no public questions at this time.

**e. Police Department** – Chief Glen Dorney

Stats for February 2021:

- 1,057 reports, which is a 10.69% increase from last year
- YTD Reports: 2260, which is a 12.72% increase from last year
- EMS Calls 212; Business Patrol 196; Traffic Assignments 95; Alarms 62; Disabled Vehicles 42; Information 33; Non-Reportable MVA 27; Check Welfare 26; Assist Agency 21; Parking Complaints 20
- UCR: 40, which is a decrease of 57.44% from last year
- YTD UCR: 104, which is a decrease of 55.56% from last year
- Arrests: 26, which is a 42.22% decrease from last year
- YTD Arrests: 53, which is a 40.45% decrease from last year.

Chief Dorney explained we have filled the Youth Law Enforcement Academy—in one day. This is the third year for this event. 30 students from the PSD—22 females, and 8 males. Partnering with the Whitehall Police Department, showing them the ropes so they can start their own academy next year. Week of June 21<sup>st</sup> to 25<sup>th</sup>.

Additionally, currently working with Officer Grozier and Lieutenant Brown to create the first ever Advanced Youth Law Enforcement Academy.

No questions by Board of Public at this time.

**f. Public Works Department** – Randy Cope, Director, Township Operations. Crews are out patching potholes, trimming street trees, repairing water main street cuts, servicing the fleet, equipment repairs, and preparing for move back to 4444. Crews will be out in our retention basins doing fence repairs, debris removal, and clearing infra-structure in and to basins.

Residents will receive a Resident Guide to Trash, Recycling and Yard Waste to be inserted into the next bill run. This is a communication tool to answer the frequently asked questions.

Board/Public questions answered at this time.

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**g. Township Engineer** – Tony Tallarida, The Pidcock Company. One plan on the PC tomorrow evening—Cedarbrook Senior Care & Rehab. We’ve come off a big year, with 10 new projects being submitted. Will continue to keep the Board up-to-date.

No Board/Public questions at this time.

**13. COURTESY OF THE FLOOR:**

**a. Brad Osborne** – Topic, Names of Attendees. He said he could see attendee names. possible technology glitch, which will be looked into.

**b. Andrew Garger** – Topic, Receiving phone calls at Fire Co, regarding fund raising solicitation recently sent out by the Allentown Firefighters IFF Local 302, received by some SWT residents. This solicitation does not benefit the SWT Fire Departments.

**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 Morgan, and seconded by Commissioner Kelly, 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 9:45 p.m. a MOTION was made by Commissioner Kelly which was seconded by Commissioner Wolk, to adjourn. All in favor; none opposed.

**17. APPROVED:** On **April 7, 2021**, a MOTION was made by Commissioner Kelly, which was seconded by Commissioner Wolk, to approve the March 17, 2021 BOC Meeting Minutes.

Roll Call Vote as follows:

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

Motion carried.