

**SOUTH WHITEHALL TOWNSHIP
LEHIGH COUNTY, PENNSYLVANIA
BOARD OF COMMISSIONERS**

PUBLIC MEETING

MINUTES

August 16, 2017

A public meeting of the South Whitehall Township Board of Commissioners was held at 7:00 p.m. on August 16, 2017 at the township municipal building located at 4444 Walbert Avenue, Allentown, Lehigh County, Pennsylvania.

Commissioners attending:

Christina Tori Morgan, President
Glenn Block, Vice President
David Bond, Secretary
Matthew Mulqueen
Thomas Johns

Staff attending:

Renee Bickel, Township Manager
Randy Cope, Director of Operations
Chief John Christman, Police Department
Gerald Harbison, Community Development Manager
Brooke Neve, Director of Finance
Lenore Horos, Director of Risk Management & Contract Administration
Peter Pineda, Authority Manger
Joseph Zator, Township Solicitor
Ralph Russek, Jr., Township Engineer

AGENDA ITEM #1-CALL TO ORDER

Commissioner Morgan called the meeting to order at 7:05 p.m.

AGENDA ITEM #2-PLEDGE OF ALLEGIANCE

At Commissioner Morgan's request, all rose to recite the Pledge of Allegiance to the flag.

AGENDA ITEM #3-NOTIFICATIONS

Commissioner Morgan informed all present that all public sessions of the South Whitehall Township Board of Commissioners (BOC) are electronically recorded and that the recording will be destroyed when the minutes of the meeting are approved. The BOC met in Executive Session prior to tonight's meeting to discuss litigation matters.

AGENDA ITEM #4 – MINUTES

The Board was provided with draft minutes from the August 2, 2017 meeting. Commissioner Johns moved to approve the minutes. Commissioner Block seconded the motion and it passed with Commissioner Bond abstaining.

The Board was provided with draft minutes from the July 26, 2017 joint BOC-BOA workshop meeting. These minutes were tabled for approval at a future meeting.

AGENDA ITEM #5 – PUBLIC HEARING - None

AGENDA ITEM #6 - ORDINANCES - None

AGENDA ITEM #7 - RESOLUTIONS - None

AGENDA ITEM #8 – MOTIONS

a. Motion Requesting Permission to Bid Westwood Heights Valve Replacement

Mr. Clapper said that 20 valves need to be replaced in the water system and some of them are as old as 50 years old. This work will be done “live” while the system is operating and will enable staff to shut down lines when there are leaks. Once the bids are reviewed, staff will prioritize the valve replacement. In addition, staff will notify the residents in the Westwood Heights area about the project and the potential for discolored water. They will communicate with both door hangers and the township internet. A resident asked where bids are advertised and was told that the information is posted through an online bidding company called Penn Bid as well as through the local newspaper. There are only a few companies in the tristate area that specialize in water valve replacement and each one must meet the insurance requirements and post a one year maintenance bond. The permits will have 18 month maintenance escrows. Commissioner Block requested that PW staff monitor the work. Mr. Clapper said that his staff does a good job overseeing these projects and they are coordinating paving projects with water/sewer projects to avoid duplicate street work. There were concerns with UGI work and Commission Bond does not want past problems repeated. Manly Offutt was told that there is no warranty on the valves. Usually valves do not have manufactured defects but if there is a good program, the valves should last a long time. Commissioner Bond moved to approve the motion. Commissioner Mulqueen seconded the motion and it passed unanimously.

b. Motion approving the letter in support of the Gerrymandering Resolution

This motion was the result of the July 2017 BOC presentation on “Redistricting Reform” by Fritz Walker and authorizes a letter endorsed by the BOC in support of the gerrymandering resolution. Commissioner Block moved to approve the motion. Commissioner Johns seconded the motion and it passed unanimously.

AGENDA ITEM #9 - CORRESPONDENCE & INFORMATION ITEMS

a. Notice to Bidders

Ms. Horos announced that the bid for Milling Equipment Services and Tack Oil and Application Equipment for the Broadway project was advertised in the Morning Call. Staff will open bids on August 28th.

AGENDA ITEM #10 - DIRECTION/DISCUSSION ITEMS

a. Request Regarding No-Term Parking at 2042 Whitehall Avenue

Ms. Bickel said that Mr. Kennedy, 2226 Albright Avenue, received approval from the BOC in July for a no parking zone near his home. Mr. & Mrs. Weiss from 2042 Whitehall Avenue are requesting that the no parking zone be extended from Mr. Kennedy's house to the corner of the street. Generally there are no problems; however, since the BOC approved the no parking zone, parking is an issue in their neighborhood. The Police Department was out on August 11th to review these issues. In addition, staff has driven the neighborhood to review the parking situation. The couple spoke with the township zoning officer to check if anything could be planted near the street and were told that nothing can be put in the ROW. Cars that park in this area are halfway into the street. There was a discussion about the width of the township right of way or if the grassy area is private property. The standard for ROW today is different from what it was when the properties were developed. Safety and consistency must be reviewed. The BOC cannot make decisions about private property. If this area is private property, the residents can post "no parking" signs. Commissioner Johns moved to approve a no parking zone on the north Albright Avenue side of the street at 2042 Whitehall Avenue contingent on either staff or the township engineer confirming private property or township ROW. Commissioner Bond seconded the motion and it passed unanimously.

Commissioner Bond would like an update on who excavated the Heather Court roadway. Mr. Clapper reported that water service lines were repaired at the houses and the overlay to smooth this road will be completed. This project was a previously approved BOA project and will be included in the 2018 budget. Mr. Clapper will report back to the BOC on this work.

AGENDA ITEM #11 - OLD BUSINESS

a. Econo Lodge – Attorney Harrison began his investigation and because there is potential of litigation he is unable to reveal many details. He reminded residents to update township employee Susan Lawson at extension 206 with information about the case. David Burke asked if Attorney Harrison reviewed the zoning regulations and was told that the investigation is proceeding as quickly as possible. Susan Shortell asked the hotel's zoning district. David Burke hoped for more updates tonight and Commissioner Morgan assured him that there is a lot going on behind the scenes that we cannot update the public on all issues. Chief Christman said that he took the concerns very seriously and there are

additional marked and unmarked patrol cars in the neighborhood. This is a criminal investigation and he cannot make many comments. One resident reported that letters were stolen from a mailbox. Mr. Burke spoke about the recent car break-ins and mailbox issues and he suggested that residents contact the township if they see any suspicious activity. Patty Stover witnessed the increased patrol cars and she was told that the police are patrolling 24 hours a day. Commissioner Bond reminded the residents to attend the monthly Crime Watch meetings that are held at Greenawalds Fire Company and Cetronia Ambulance. The crime mapping website is updated daily and can be found on Crime Mapping.com. There was a discussion about what constitutes “fraud” on the Crime Watch reports. Fraud includes some type of thief such as credit card or counterfeiting. Kelley Gold, 4242 Winchester Road, thanked the police and the attorney for their hard work but said that she is worried about strangers in her neighborhood and her children walking to the local park. Beth Morino, 4214 Valley Drive, asked about solicitation and was told that no permit is required for this. A resident from Hausman Road noticed that the foot traffic from the hotel has increased and many people use the local bus stop. Another resident spoke about the bus picking up children at the hotel. Amanda from Parkland Drive said that her car was recently broken into and she will share photos with the police. There was a discussion about using home security cameras to monitor activity. Attorney Harrison reminded the residents that he is working as quickly as possible on the investigation.

- b. Verizon Cell Tower** – Recently, there has been little communication between the township and Verizon and so the cell tower discussion will be taken off the agenda.

AGENDA ITEM #12 – COURTESY OF THE FLOOR - None

AGENDA ITEM #13 – STATUS ITEMS

a. Executive Department

Ms. Bickel announced a joint BOC/BOA meeting will be held on August 21st. The Pension Audit reports were received from the Auditor General Department. There were very minor findings on the report and Commissioner Block suggested that the Pension Committee review these findings at the committee meeting in September. The 2018 budget workshop meetings will begin in October and tentative dates will be sent to the BOC and managers. Ms. Bickel congratulated several PW employees became recently became certified in sewer systems. Those employees include Ron Haas, Travis Moyer, Barry Kibler, Dave Cope and Peter Pineda all received their DEP Wastewater Maintenance licenses. A resident asked why the BOA is merging with the BOC and was told that the township has had a lot of discussions about combining efforts and creating efficiencies. One resident asked about resurfacing the roadway at Crackersport and Winchester and was told that both contractors will maintain access to the neighborhoods. Mr. Clapper said that the work will be done by the end of September and the website will offer daily updates. Commissioner Block asked when the residents can drive on the newly paved roadway and was told that staff will receive updates at the pre-construction meeting at end of August. The milling and paving stages will be done simultaneously. Mr.

Clapper asked residents to contact him with any concerns. A resident asked which cell tower was being discussed and he was told that it was the one on Brickyard Road. The current tower is used for emergency management equipment and this new proposed tower will replace that.

b. Community Development Department

Mr. Harbison announced that the zoning updates are with the LVPC and will be discussed at the September 20th BOC meeting. Code enforcement is receiving many calls from residents who are unable to get mail delivered because cars are parked by their mail boxes. An update may be posted on the website to remind residents to keep their cars away from mailboxes. There was a discussion about the excess signage posted in the ROW. A company may obtain their business privilege license and pay their tax; however, some may operate without licenses and permits. Attorney Zator will review the options for those posting signs in the ROW. Street tree notices were mailed to residents with dying trees. There is a concern about the poorly pruned trees near the cemetery on Walbert Avenue. The Shade Tree Commission will review these trees. Commissioner Bond spoke about the street trees near Pond Road. Planning Commission reviewed the Grandview plan and they want to see traffic plan. Alex Tamerler asked if he can remove a sign from the ROW and he was told that he can. In addition, Mr. Tamerler would like the township to add notes to a plan reminding developers not to plant a tree under utility wires. New trees should be planted on other side of sidewalk and moved back from the street. Mr. Russek reminded everyone that there are underground wires with new developments.

c. Finance Department

Ms. Neve presented highlights for the seven month period ending July 31, 2017. Inter-fund transfers are being budgeted as offsets to expense in 2017 as opposed to revenues in 2016 comprise most of the minor difference between the last two years. Capital Fund is in line and not much money has been spent in 2017. Since the majority of tax revenue has been collected, the monies will be moved from General Fund to Capital Fund for 2017 township expenditures. The township is in the process of securing financing through Univest for the Lease Purchase of equipment in both this fund and the Capital Fund. Refuse Fund is spot on to budget.

d. Parks & Recreation Department

Mr. Cope reported that 370 children and 25 staff were part of this year's summer playground program. There were 100 more participants than last summer. The children collected more than 900 items for the Marines. The fall program schedule has been announced and there will be a movie as well as an astronomy watch. The township newsletter will be in the mail on October 1. More rain is in the forecast; however, staff is looking forward to the Tequila Rose concert and the bubble festival on Friday, August 18th. The Large Flower Heads will play on September 15th. Public Works continues to groom the ballfields and mow grass. Park benches are being replaced and new signage is being installed.

e. Police Department

Chief Christman's department received a federal grant and hosted four days of Homeland Security training at Parkland High School for 22 police officers including 9 township officers. Federal instructors came from Washington DC. The department has constructed an Exchange Zone in the parking lot for residents to use for Craigslist or child custody exchanges. This is a safe and secure zone with video cameras. National Night Out was held on August 1, 2017.

f. Public Works Department

Mr. Clapper reported that staff is working on the Winchester Heights East detention pond repairs, mowing, street sweeping and patching pot holes.

g. Risk Management

Ms. Horos said the tank maintenance bid will be recommended at next meeting. The SCADA bid is awaiting the signature. Water station repairs are being prepared for advertising. She is working with Brosky and visiting township properties and reviewing their insurance levels.

h. Township Authority

Mr. Pineda also congratulated PW operators who received the DEP Wastewater Maintenance License. The township will be presented with the 2017 Collection Systems Operations and Maintenance Award on November 17th at a ceremony in Pottstown PA. The EPA administrative order was discussed between Lehigh County and City of Allentown. The next meeting will be held on October 10th is next meeting. July operations report was included in the BOC packet. Township hydrant flushing continues with daily notices on the website. Mr. Pineda wrote two articles for the next township newsletter.

i. Township Engineer

Mr. Russek reported that the pre-construction meeting was held on August 3rd for the work on Cetronia Road near the KRE Spring View Apartments.

AGENDA ITEM #14 - PAYMENT OF INVOICES

Invoices and Purchasing Requisitions have been reviewed by the Township Manager and the Finance Manager who authorized that checks be issued to pay bills as tabulated. Commissioner Mulqueen moved to approve the payment of invoices. Commissioner Bond seconded the motion and it passed unanimously.

AGENDA ITEM #15-EXECUTIVE SESSION – None

AGENDA ITEM #16 - ADJOURNMENT

At 9:07 p.m., Commissioner Block moved to adjourn. Commissioner Bond seconded the motion and it passed unanimously.

APPROVED: September 6, 2017

On September 6, 2017, a MOTION was made by Commissioner Block, which was seconded by Commissioner Morgan, to approve the August 16, 2017, Meeting Minutes. All in favor; none opposed.