



BOARD OF COMMISSIONERS

PUBLIC MEETING

AGENDA-MINUTES

July 18, 2018

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

Attendees: Commissioner Christina (Tori) Morgan, President
Commissioner Glenn Block, Vice President
Commissioner David L. Bond, Assist. Secretary – Absent*
Commissioner Matthew J. Mulqueen – Absent*
Commissioner Mark Pinsley
Joseph A. Zator, Twp. Solicitor, Zator Law Offices
Ralph Russek, The Pidcock Company
Renee C. Bickel, Township Manager
Randy Cope, Director of Twp. Operations - Absent
Jeffry Clapper, Public Works Manager
Jerry Charvala, Public Works Assistant Manager
Jason Negron, Captain, SWT Police Department
George Kinney, Director of Community Development
Steve Carr, Interim Finance Director
Tracy Fehnel, Executive Assistant

2. PLEDGE OF ALLEGIANCE

3. NOTIFICATION: All public sessions of the South Whitehall Township Board of Commissioners are electronically recorded. The electronic record is kept until the minutes of the meeting are approved and destroyed if a request is not made to retain the electronic version at that time.

For the record, President Morgan advised that the Board met in Executive Session, prior to this meeting, to discuss legal matters.

4. MINUTES:

a. July 11, 2018 – Board of Commissioners' Meeting Minutes

TABLED until the next meeting.

5. ORDINANCES: None.

6. RESOLUTIONS:

a. A Resolution Granting A Waiver Of Subdivision And Land Development Review And Approval Requirements Of The South Whitehall Township SALDO For South Whitehall Township Relating To Properties Located At 1829 Pope Road And The Unaddressed Property Known As Pin 547734622617

George Kinney, Director of Community Development, presented to the Board and explained this is a straight-forward matter—it is a lot line adjustment. Mr. Richard Wisser, on behalf of the Wisser family trust, submitted a request to waive the formal review process of the SALDO regulations. They will basically be carving off 2.5 acres of their entire tract, and in essence, splitting the lot into two pieces. Mr. Wisser was in attendance for questions. George said this has been reviewed by Staff and Township Engineer—neither have issues with this and recommend granting the waiver.

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

A MOTION was made by Commissioner Block, which was seconded by Commissioner Pinsley, to grant the above-mentioned waiver (item 6-a). All in favor; none opposed. (*Vote: 3-0.)

7. MOTIONS:

a. Motion to Approve the South Whitehall Township Capitalization and Depreciation Policy

Steve Carr, Interim Finance Director, explained that after discussion with the auditors and looking at our current capitalization, we are recommending this policy for several reasons: So as to update and increase the minimum amount of capitalization dollars so that we are not tracking as many assets as we are today. Currently it is \$500, and we are recommending \$5,000 for all capital asset classes, except for infrastructural, which would be \$25,000. This also solidifies and puts into policy our amortization years and the depreciation methods we are currently using on our financial statements, but not yet in a policy here at the Township.

A MOTION was made by Commissioner Pinsley, which was seconded by Commissioner Block, to approve the SWT Capitalization and Depreciation Policy, and beginning with any open audited years. All in favor; none opposed (*Vote: 3-0).

b. Motion Requesting Permission for Purchase of a New Time Clock for the Public Works Department

Township Manager Renee Bickel said PWs currently uses a biometric reader which is becoming obsolete. This is our most heavily used department of clocking in and out. This is a planned Capital purchase from the IT Capital Budget for 2018. Therefore, we are asking for permission to proceed with the purchase of a new time clock for PWs. We are getting it with the maintenance plan and warranty. Touchscreen – Proximity Reader \$2,410 and Maintenance & Warranty Plan \$1070. (See attachment in packet.)

A MOTION was made by Commissioner Block, which was seconded by Commissioner Pinsley, granting permission to proceed with the purchase of the new time clock for the PWs Department. All in favor; none opposed (*Vote: 3-0).

c. Motion Requesting Permission to Proceed with Purchase of the WaterSmart Software

Assistant PWs Manager, Jerry Charvala, said this motion is in follow up to the WaterSmart Workshop on June 25th. At that workshop we were tasked with splitting the cost of WaterSmart implementation over the three funds—water, sewer, and general funds. Per Jerry's memo, it is split evenly between the three funds. Additionally, at the June 25th meeting, Commissioner Pinsley had questions with regard to security and IT concerns; documentation referencing all of that has been attached accordingly. Jerry said he is seeking a motion to fund the WaterSmart implementation in the amount of \$20,000 across the three funds.

A MOTION was made by Commissioner Pinsley, which was seconded by Commissioner Block, to move forward with the purchase of the WaterSmart Software. All in favor; none opposed (*Vote: 3-0).

Township Manager Renee Bickel said that a part of the implementation process will be a large education to the residents about the WaterSmart Software and its ability. There is a marketing plan for this.

Jerry Charvala summarized by saying WaterSmart will give residents the ability to go on line, review their bills, receive alerts should a leak occur, be notified of township events, directions for trouble shooting problems; additionally, bills can be paid on line. There are many other great advantages to this program. Residents will have to sign up for this service. This will be a great resource. For more information, you can go to watersmart.com. This will be available to both residents and businesses.

d. Motion Requesting Permission to Reallocate Budgeted Capital Projects in 2018 (Dorney Park Water Line Extension) to 2019

Assistant PWs Manager Jerry Charvala said they have been in contact about the grant we applied for; we are still in the running for the grant, however, due to the number of applicants, the awarding of the grant has been delayed until September of this year. Because of this delay, we cannot bid the project before the grant has been awarded. Therefore, we cannot do the Dorney Park water line extension project this year. Jerry went on to say that what he would like to do is to move two projects that were slotted for next year into this year—2018, and then move Dorney Park water line project from 2018 to Spring 2019. This means we will be able to do two projects Fall 2018—the Spinghouse booster station generator and well capping project (\$150,000) and the Winchester West pump station abandonment and piping project (\$85,000).

A MOTION was made by Commissioner Block, which was seconded by Commissioner Pinsley, granting permission to reallocate budgeted capital projects in 2018 to 2019 as stated above. All in favor; none opposed (*Vote: 3-0).

e. Motion Requesting Permission to move 2019 Capital Projects (Winchester West Pump Station Abandonment and Piping and Springhouse Booster Station

Generator and Well Capping) into 2018 and Proceed to advertise the Bids for the Projects

A MOTION was made by Commissioner Block, which was seconded by Commissioner Pinsley, to move forward with the advertisement of the capital project Winchester West Pump Station Abandonment and Piping Project. All in favor; none opposed (*Vote: 3-0).

A MOTION was made by Commissioner Pinsley, which was seconded by Commissioner Block, to move forward with the advertisement of the capital project Springhouse Booster Station Generator and Well Capping Project. All in favor; none opposed (*Vote: 3-0).

8. CORRESPONDENCE AND INFORMATION ITEMS:

- a. **Public Notice – Board of Commissioners' Workshop Session, Thursday, July 19, 2018, 6:00 p.m.** – Self-Explanatory.
- b. **Cancellation Notice – Planning Commission Meeting, Thursday, July 19, 2018, 7:00 p.m.** – Self-Explanatory.
- c. **Public Notice – Zoning Hearing Board Public Hearing, Wednesday, July 25, 2018, at 7:30 p.m.** – Self-Explanatory.

9. DIRECTION/DISCUSSION ITEMS: None.

10. OLD BUSINESS: None.

11. COURTESY OF THE FLOOR: None.

12. STATUS ITEMS:

a. Parks and Recreation Department – Randy Cope

Township Manager Bickel said that there is a concert in the park Friday evening—Social Call.

On another note, regarding Wehr's Dam, the water levels are finally at a point where Michael Baker will be at the Dam surveying on August 6th & 7th.

b. Police Department – Captain Jason Negrón

Captain Negrón explained that we are a step closer in the hiring process. We received our test results today. We will be sending out notifications to schedule interviews, which should be taking place two weeks from now. After that we will begin polygraphs and backgrounds.

Bodycam Purchase approved last week – We've contacted the vendor and have begun that process. They have to set up our transfer stations; the bodycams are docked and video is

downloaded before they send them here. All the cars will be upgraded from the current 4RE systems that they have to have connectivity with the body cameras, which will happen in the next four to five weeks.

National Night Out – Tuesday, August 7th.

We reached out to partner with Parkland High School's Art Department and petitioned the students to send in their ideas for the PD mural project, hopefully to be completed/painted by the end of summer; the mural will be located down in the Police Station. A Facebook advertisement went out.

c. Public Works Department – Jeffrey Clapper

Jeff Clapper explained that PWs is currently doing a lot of cleaning out of detention ponds, repairing storm drains, and removing deteriorated pipings—trying to get somethings done, which have been carried over from previous work years. Currently building a new basketball court down at the park. On the utility side of things, fire hydrant flushing is completed. There have been 11 water leaks so far this year, five sewer blockages, and just short of 1,100 PA One-Calls processed to date—Jim Balliet has been very busy with that. Regarding the line painting and street markings—Jeff explained that he had subsequent conversations with that contractor, and the contractor wanted me to pass along to the Board his apologies. There are two crews—the one with the line painting truck, which paints the long center yellow lines and the white edge lines, and they have finished up with those this week. Next week the contractor will be here doing all 32 intersections and should get most of it done. Jeff said that he will also report on this the next time, and pass this information along to Commissioner Bond.

d. Township Engineer – The Pidcock Company

Ralph Russek, Township Engineer, said he has one item of interest he thought should be mentioned. He had a meeting with an engineering consultant regarding the Hotel Hamilton/King George site. They are just looking to see if there are some site adjustments they could make to clear some hurdles for that project. They will be talking with LVPC and PennDOT.

12. PAYMENT OF INVOICES: 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 Block, which was seconded by Commissioner Pinsley, for the approval of payment of all invoices and purchasing requisitions as presented. All in favor; none opposed.

13. EXECUTIVE SESSION: None after this meeting.

14. ADJOURNMENT: Motion to Adjourn

At 7:39 p.m. a MOTION was made by Commissioner Block, which was seconded by President Morgan to adjourn at this time. All in favor; none opposed.

15. APPROVED: August 1, 2018

On August 1, 2018, a MOTION was made by Commissioner Pinsley, which was seconded by Commissioner Block, to approve the July 18th BOC Meeting Minutes. All in favor; none opposed (Vote: 3-0; Commissioners Bond and Mulqueen abstained since they were not at the July 18th meeting.)
