



BOARD OF COMMISSIONERS

WORKSHOP

AGENDA-MINUTES

February 13, 2019

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
Commissioner Matthew J. Mulqueen - Absent
Commissioner Mark Pinsley - Absent
Renee Bickel, Township Manager
Randy Cope, Director of Twp. Operations
Steve Carr, Director of Finance
George Kinney, Dir., Community Dev. Dept.
Dave Manhardt, GIS Manager/Long-Range Planner
Darryl Jenkins, Spotts, Stevens & McCoy
Jason Newhart, Spotts, Stevens & McCoy

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.

4. DIRECTION/DISCUSSION ITEMS:

a. Campus Master Plan

In Attendance from MKSD Architects: Todd O. Chambers, AIA, NCARB, Partner, and Jason Monroig, Project Designer

Township Manager Renee Bickel recapped the Campus Master Plan Project to date as follows: The Township opted to go with renovation and addition to this existing building. At the last meeting, we had some questions & tweaks which were looked at, which includes some new construction on the land down behind Zator Law offices, off of Ridgeview. This evening is a refined plan, since we last met with the Board. This has been vetted through Township Departments with regard to future needs. MKSD Architects Todd and Jason were in attendance to talk about the next steps.

Todd Chambers explained that their presentation will reiterate the process, findings, and then to conclude with a recommendation.

Process:

- Established some goals for the study.
- Identification/documentation of existing conditions.

- Analyzation of the problematic needs of the complex—does current complex meet the program needs for today's administration and the future, especially since this complex was built some time ago and needs constantly evolve.
- As we analyze we are tasked with providing for future priorities of the township, making recommendations for renovation, demolition, and new construction and how to modernize the complex, and the prioritization of those recommendations based on the analysis of the needs and existing conditions.
- Identification of appropriate phasing to guide future planning and to establish broad estimates for the work required on the campus.

Findings:

- A thorough existing-condition assessment was done of the campus—mechanical, electrical, plumbing, etc.
- User interviews were conducted to understand how operations are evolving—problematic areas where current facility is falling short, and how to improve, and how to meet growing needs. Met with Administration, Police, and PWs, as well as others here at the complex.
- Brief overview of existing space, in conjunction with the analysis done, showing what is needed. Looking for growth across the board of Township facilities. Police and Public Works are currently out of space.
- Review by Barry Isett of HVAC systems/concerns. Systems currently at end of life. Spending a lot of money just to maintain them. Looking to significantly improve on the maintenance footprint of these.
- Sprinkler system and electrical systems will be a challenge.

Plans: At this time, Jason touched on Plans of the complex.

- Discussed master plan schematics of current complex vs. what they are looking to do.
 - There will be an addition off the back of the administration building.
 - Parking will be reworked since there is currently not a lot of parking
 - Looking at a new building addition for PWs for equipment storage.
 - New entrance off of Ridgeview w/secure entrance to back of building.
 - Reviewed schematic of the Administration Building, which consists mainly of office spaces and public meeting places.
 - Anyone (visitors) coming into the building would come into one entrance—the main lobby.
 - Administration will be located where the current Public Meeting room is.
 - Shared kitchen for use by all employees on the upper level.
 - Lower level will become primarily Police Department w/additions to back and side allowing for growth of PD, with the addition of secured garage parking for evidence or other vehicles that need to be secured.
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- Elevator, in the new lobby, which will go down into a secured area in PD.
- PWs will stay where they are, with some reconfiguring of space in their area. Current archive space will become part of PWs—Archives will move elsewhere.

Budget:

- When we last met, cost projection was approximately \$7.5M. Since that time, we have gotten a second opinion; we had a local Contract Manager review, who felt that our projection was low due to several factors. We are now talking about a range of \$7.5 to \$9.8M for this project.
- MKSD recommends the hiring of a Construction Manager for preconstruction purposes, which will help monitor the budget as they are designing, so that MKSD can design to the budget that the Township has in mind.
- Professional Fees include architectural engineering, structural, mechanical, electrical, plumbing, and civil engineering. Included in cost is a design contingency and a construction contingency.

Schedule:

- April 1st – SWT can proceed with the program confirmation process.
- Site design/schematic design; NPDES permitting process.
- Looking to bid the project early 2020 and award contracts around March of 2020.
- Spring of 2020 break ground. Completion should be summer of 2021—this will be a year-long construction project.

This concluded the MKSD Presentation.

Question: How is service maintained while all of this is going on? This will be done in phases.

Township Manager Renee Bickel touched on the importance of the Construction Manager of this project, who will know how to do this and make this happen. However, the addition would be built first, and we would utilize that as we would continue to renovate. Jason said that how we manage the public experience through this process is a very detailed analysis, which needs to happen, and which they have done many times.

Cut over and loss of service to the Library would be very minimal, and easily managed by the CM.

Township Manager Renee Bickel understands this is a lot of money, but explained that we are talking about the fact that nothing has been done for a very long time, and unfortunately we are dealing with end-of-life systems. When we look at other municipalities, they are spending a whole lot more—and we are accomplishing what we need for today and the future by working with what we have.

Township Manager Renee Bickel said that she thinks what we would need from the Board tonight is a MOTION to proceed to begin process of looking for a CM for this project.

Several Commissioners commented that we need to make sure that our ducks are all in a row financially; because Commissioners Pinsley and Mulqueen were absent this evening, Commissioners felt it best to hold off on a motion until all were in attendance.

Steve Carr, Director of Finance, explained that there are multiple pieces to this—the CM is the person who would be able to help us figure out what the cost is. So when design is going on—working with MKSD, working with our engineers, and the CM, that is what will hone the price for us. The CM needs to happen before the final price happens. Renee interjected that these items were budgeted for in this year's budget, because these things need to be done before we can do anything else. Finance Director Steve Carr explained that when you have the CM work with the architect on the front end, this will ultimately save us a lot of money.

The commissioners decided that we need to have a Finance Committee meeting to discuss the details of payment of this project. We need to know what the guidelines of borrowing money are going to be for us, and how far we borrow out. What will our payments be? One of the commissioners agreed that there is no question that a CM is the way to go; but, we need to answer the question of can we afford it? If we are looking at \$500,000-\$600,000 a year debt, we need to be comfortable with that. It was decided that the FN committee would meet this coming Monday, the 18th, at 7:30A.

The Library thanked the Commissioners for the invite to this evening's meeting.

b. Water/Sewer Infrastructure Presentation by Jerry Charvala, Assist. PWs Manager, and Darry Jenkins and Jason Newhart from Spotts, Stevens & McCoy were in attendance to present.

President Morgan explained that we are going to discuss the potential future planning of water & sewer primarily north of the Huckleberry Ridge.

Jerry Charvala, Assistant PWs Manager explained that what Darryl Jenkins is going to address tonight is based on how we are zoned. President Morgan interjected that water and sewer will mirror what is zoned. She said that infra-structurally we have not grown at all, that is why we are talking today. So, how do we grow? We do not have any water/sewer up there right now. She went on to explain that we are going to discuss what is the best way to plan this out based on zoning, potential development, etc. We need to remember that the land is somebody else's land that is already zoned to do a certain thing.

Jason Newhart explained that they have been charged with showing SWT how you can sewer the northern part of the Township. They have laid out Zones A, B, C. Zone C is

closest to Whitehall Township. Zone B is the center part of the Township. And Zone A is showing you how you can effectively sewer that area with gravity.

Darryl Jenkins explained that they started all of this as a result of the dissolution of the Authority. DEP said that in order to transfer the permits on the sewer side, you will have to complete this Act 537 Plan. We have sent DEP a draft span of work. Our initial charge was to do enough to get the permits transferred. This is just documenting that we do not have any current existing problems in the existing service area—and DEP left it open to us/the Township that if there is anything else that you want to tackle in your 537 Plan at this point, now would be the time to do it (nothing has been done with it since the early 2000s).

Dave Manhardt said that what has been coming up is the Comprehensive Plan and where we want to develop and where that fits with the 537 Plan. In order to update the 537 Plan due to the dissolution of the Authority, there were certain things that needed to be done in order to satisfy those requirements. The planning process is a public process and it helps the community determine where that growth is going to be.

Question: Is it possible or how difficult is it to do the minimum to the 537 Plan to get that approved for the Authority part, and then do an update after the Comp Plan and where we decide the growth should or should not be as a community?

Darryl Jenkins agreed that this is the question that needs to be answered tonight—How far to do you want to go? The only thing DEP laid out was beyond documenting your existing service area, are there any of your facilities, interceptors, collector systems that are undersized, which at this point, that answer is “NO”, and do you have any documented failures of on-lot septic systems—concentrated areas where there are failures of septic systems? That would be a question for the Township’s SEO.

Taking the northern tier part away, there is a minimum amount of work that would need to be done in order for you to finish transferring the sewer permits, which is STEP 1.

STEP 2 is if you want to add anything else into the plan, now is the time to do it so that you do not have to reopen the whole thing five years from now.

President Morgan, said that we do not want to put the cart before the horse, and we want to go through this public process regarding the comprehensive plan before we make any big decisions on the infrastructure in the northern tier, because a lot of that will hinge on those meetings/discussions when we reopen the Comp Plan—if we have to reopen the 537, then we reopen it. She feels we would be rushing things if we do not get all our ducks in a row now.

Dave Manhardt asked if there are any DEP requirements once the updated Act 537 is submitted. Is there a moratorium? Darryl Jenkins said “NO”. You could submit and have it

approved at the end of this year and then in 2020 update it again. That is not uncommon. Tori said we should do the minimum—get the Act 537 done, and then the Comp Plan—discussions/meetings, which will help us decide what big changes will need to be made to the Act 537.

Dave Manhardt said that part of the Comp Plan is a utilities section where we will be looking at sewer and water. Darryl said that all the work you do during the Comp Plan stage would be applicable to this (the Act 537).

Darryl Jenkins said that every time a developer comes in with a planning module that is an official update to your 537 Plan.

Darryl Jenkins said that municipalities will do a few different things with their 537 Plan.

- Document existing conditions, which is what they are doing for the Township.
- Document any failings—septic systems to determine if there is a problem and that residents must get public sewer because there is a health issue. Also nitrates and wells is another thing Jason Newhart said. Darryl said that if we have no documented records of failing on-lot sewage disposal systems after we make that call to the SEO, it would probably be in SWT's best interest to leave that alone.
- You are allowed to lay out guidelines for how you want your future service areas to be serviced. You do not have to say that an area is a mandatory sanitary sewer service area, but you can say that if it ever does develop, this is the way it should work. To which President Morgan added, will come with the Comp Plan. Darryl said that is correct.

Darryl said they do not see that any of this will be done with resident dollars, but with development dollars in the areas that you want to have developed, wherever those areas are.

Darryl said right now they have put a scope of work together, which staff has seen, but have not put any dollars to it at this point because DEP had unofficially told us that they would give us a little bit of a papal blessing on the scope of work, and they have not yet done that, and Darryl said that he really wants to get this done this year. SWT has already received the transfer permits on the water system, so now we need to get the sewer wrapped up. We want to get all wrapped up by the end of the year.

President Morgan reminded that there is only so much capacity at Kline's Island.

Darryl Jenkins explained that we have an agreement with Coplay-Whitehall for pass-through. You can transport about 500,000 gpd through the C-W system to get to Allentown, through their collection system. Darryl said that right now you have 3M gpd of capacity at Kline's Island. You're flows were statistically high last year due to the rain. He said that LCA has been monitoring the ground water levels this past year. The ground is 100% saturated at this point, with the record ground water levels, with leaking pipes which never leaked before due to all this additional pressure on top. Just having the water levels

drop two or three feet, leaks go away. But, when the ground is constantly saturated, you get that additional pressure which causes leaks.

Darryl explained that right now they are getting all of the lowest hanging fruit at this point, which make immediate impacts. He said this is something that we continually need to keep after. President Morgan said that this is something that will never just go away. Simply put, we were just so far behind in this endeavor. Jerry Charvala said that five years ago it would peak and stay there for 5-7 days, and now it will peak and come right back down, so there are definitely improvements in the systems.

Jerry Charvala explained that next year they will have a project in the budget, which will be lining the interceptor line which runs along Dorney Park. The slip lining is a much more permanent solution.

Darry Jenkins went on to say that where we are capacity-wise, you have 3M gallons allotted to you, and you are flowing around 2M gpd. With everything committed through planning modules and known developments, you have about 500,000 gallons left. And, within the committed capacity, that includes the Ridge Farm Project. The commissioners commented that this is not very much left. President Morgan said what this means is that when we plan at our Comprehensive Plan, we have to take this into consideration and start to forward think, being that we are almost out of capacity at Kline's Island, is there room to negotiate for more capacity—probably not. Do we look at going with someone else and seeing if they are building a treatment plant, or perhaps we do a joint treatment plant, or is there another treatment plant nearby where we could start rerouting? Jerry Charvala said there is no capacity left from the City; President Morgan said, but there are other signatories holding onto their capacity, and they don't need it.

Darryl Jenkins said that if you look at it from a unit standpoint, you have enough for about 2,000 additional units, which is quite a bit. President Morgan said there is a lot to think about, because we are getting towards the end of our capacity limit. Darryl Jenkins said that there is no official moratorium, but that LCA would no longer sign any planning modules once you reach your limit.

Commissioner Bond summarized by saying you have your marching orders tonight, unfortunately the 537 is the minimum. Darryl Jenkins said he understands. Commissioner Bond said that the real question is on these Comp Plans, we need to get real serious about the where of the 2,000 units. President Morgan said the Comp Plan is not just about what we have right now, but what the whole area is and what we are going to do moving forward. When we hit that capacity, what is next? Do we buy capacity for someone else? Do we look at a treatment plan, someone else's collection system—these are the things we need to look at. Jerry Charvala, Assist. PWs Manager, said that now, rather than later, might be a good time to have Darryl approach some of these other signatories to see what is available. The commissioners felt this was a good idea.

Darry said that it will be very important when you do your comprehensive planning to take a look at the areas that make the most sense for development vs. what the public wants and vs. where the infrastructure can go.

Dave Manhardt said that as a sidebar, regarding the 500,000 gallons, it's not only new development, it is also redevelopment. We have increased density in existing areas where redevelopment needs that allocation as well. This is the other thing we need to keep in mind.

Jason Newhart said that the way this is laid out with the proposed pump station in Zone A, this would be laid out so that you could serve Orefield Proper, to the North Whitehall line, as well with sewer.

Darry Jenkins brought up the point that they can take a look at the total number connected EDUs vs. your total flow, and see what that number is.

In summarization, President Morgan said that she thinks SSM needed direction in how to approach the Act 537, and we now have a plan.

Question: President Morgan, How much more can we pull from our wells? We are limited how much we can pull by the permit. Also, we need to look at the overall cost.

Question: What is the timing of the 537 Plan? Darryl said that we will have the proposal for the next meeting for approval. This will all be able to be used in the Comp Planning. Darryl said that they are looking at approximately 90 days to get all the work done and then will start going through the public meeting phase, because the plan has to be written, posted, there is a 30-day public comment period, then you have the public hearing. The goal is that after the March meeting, we want to have it submitted to DEP by Thanksgiving 2019.

Question: Is that the final thing needed for the dissolution of the Authority? Darryl said YES.

Question: What in the old 537 needs to be changed to meet the current needs of DEP? Darryl said the mapping needs to be updated; need to show the expanded sewer service area—where you physically have sanitary sewers vs. 2004. There is also a list of questions that need to be answered.

President Morgan questioned the cost of \$70,000 for this. She said we are not looking to modify the current plan dramatically, but wants to make sure we are not getting into this so deep, spending money that we do not need to spend right now, because we know that we are going to come back after the comprehensive plan and modify it again.

Dave Manhardt and Darryl Jenkins are going to talk and see how what he is doing will mesh with the comp plan. Darryl said that he thinks what he needs to do so that everyone is comfortable with the number is meet with staff and make sure we are not going to do GIS work that can be done internally, or which is already done, and take another look over the numbers. If there is any savings that can be made, he said, we will do so. George Kinney, Director of Community Development said that for the Commissions' benefit he said that Dave Manhardt will provide a little more clarity on what the process for the Comp Plan will be.

At this point in the meeting, Darryl Jenkins said this is all the input he wanted to provide this evening. The commissioners said that they really appreciate all this information that was provided this evening by SSM and that it was very helpful.

President Morgan said that the LVPC is doing their regional plan, and we are doing our plan, and we are hoping that we can merge a lot of this information. Darryl said for the next meeting, SSM will have a finalized proposal for the Commissioners. Darryl Jenkins said that they can submit a reimbursement request for this when it is done—President Morgan said that would be great.

One last item—Randy Cope, Director of Township Operations, asked if the Board would be interested in doing a Steering Committee for Water and Sewer, like we do for Budget and Finance. President Morgan asked if we could make it part of the exceptional strength subcommittee. The Board thought Commissioner Mulqueen might be interested in serving on this Steering Committee with President Morgan. Township Manager Renee Bickel, said that we can do this and will simplify by saying the meetings are more water/sewer based, instead of just exceptional strength, etc. The Board was in agreement with this.

5. **NEW BUSINESS** – None.
 6. **COURTESY OF THE FLOOR** - None.
 7. **EXECUTIVE SESSION**: None after this meeting.
 8. **ADJOURNMENT**: At 7:48 p.m., a MOTION was made by Commissioner Block, which was seconded by Commissioner Bond , to adjourn. All in favor; none opposed.
 9. **APPROVED**: On **March 6, 2019** a MOTION was made by Commissioner Bond, which was seconded by Commissioner Block, to approve the February 13, 2019, BOC Workshop Meeting Minutes. The Vote was 3:0—with Commissioners Mulqueen and Pinsley abstaining because they were not at that meeting.
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