

**TOWNSHIP OF WHITEHALL  
PLANNING COMMISSION MINUTES  
MAY 18, 2022**

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**PLANNING COMMISSION**

Robert Piligian, Chairman  
Jonathan L. Bolton, Vice Chairman  
Paul Geissinger, Secretary  
Neil Ehrlichman, Member - Absent  
Robin Ruhmel, Member  
Ann Freyman, Member  
Andre Dasent, Alternate  
Jason Szewczak, Alternate

**TOWNSHIP PERSONNEL**

Lee A. Rackus, Bureau Chief of Planning,  
Zoning & Development  
Frank Clark, Keystone Consulting Engineers  
John F. Gross, Esq., Township Solicitor

Meeting called to order at approximately 7:30 pm.

Mr. Piligian read the Fair Housing Statement as required.

**A) SUBMISSION REVIEW:**

**1) INDEX #1979-21 – WHITEHALL FARMS SUBDIVISION**

3385 Lehigh Street & 3305 Municipal Drive  
Major Subdivision/Land Development  
Zoning District – R4 & OS-1  
Original Submission Date: 1/31/22; Revised Submission Date 2/23/22  
90 Day Expiration: Extension until 6/30/22

Lew Rauch from Lehigh Engineering representing the applicant.

Mr. Piligian confirmed that the applicant received letters from KCE dated 5/18/2022 and Lee Rackus dated 5/18/2022.

Mr. Rauch reviewed Ms. Rackus' letter and questioned whether the property is in the Traffic Impact Area, Mr. Clark confirmed that it is not. Also, re: Lot 44 with frontage off Municipal Drive, they are still waiting for clarification from Zoning Officer.

Mr. Rauch reviewed KCE letter and stated that they have a meeting scheduled with the Conservation District in early June and have made submissions to Penn DOT for HOP. They also have addressed cul-de-sac issues since last meeting in March 2022.

The Recreation Committee has not yet reviewed the plan.

Mr. Piligian stated that there has been discussion to provide pedestrian access from cul-de-sac to The Prydun Farm, which could off-set Recreation fees.

Chief Marks' letter started his concern with the 20' easement to get to Township property and widening from 20' to 30'. Mr. Clark would like to see a profile plan to show grades coming across easement. Mr. Rauch stated that could be provided. As far as widening is

concerned, Mr. Clark stated 30' would give them more room for grading but will review when they do a profile. Mr. Rauch stated he would be able to get the profile for them.

Mr. Piligian mentioned that Lot #38 used to be a dumpsite and questioned whether there had been any evaluation of that site. Mr. Rauch said GTA has been out there evaluating the site and they are aware of the previous dumpsite and will remediate whatever is necessary.

Mr. Rauch asked if the pedestrian access would be deeded to the Township, is it strictly an easement, and who will be responsible for maintenance? Mr. Piligian deferred to the Recreation Commission for final comment.

Mr. Piligian entertained a motion to table the plan to give the applicant more time to address comments.

Motion to table by Ms. Ruhmel, second by Ms. Freyman. Vote taken 7-0 to table.

### **DISCUSSION ITEMS:**

#### **Minute Retention**

Mr. Piligian would like recording of Planning Commission meetings deleted after minutes have been approved. There is no legal requirement to maintain beyond minute preparation. Ms. Rackus stated pre-Covid and construction, the recordings were deleted after the minutes were prepared. Atty. Gross stated they should craft a policy. Mr. Geissinger suggested the recording be deleted after minutes are approved, as opposed to prepared, in case there is a discrepancy. Atty. Gross clarified that as in the past, any discrepancy would be handled by allowing the Commission to vote to amend the minutes.

Mr. Szewczak asked if there should be consistency among the Boards/Commissions within the Township. Atty. Gross stated that each Board/Commission has different requirements and ways of recording minutes and recommends following past practices.

Mr. Piligian entertained a motion to establish the policy of Record Retention for the Planning Commission; that the recording of the Planning Commission public meeting be retained only for the preparation of the minutes and deleted once the minutes are prepared.

Motion for approval of policy by Ms. Ruhmel second by Mr. Bolton. Vote taken 6-1 to approve.

#### **C) OTHER:**

Approval of August & September 2021, and April 2022 Meeting Minutes

Motion to approve the minutes made by Mr. Geissinger, second by Mr. Bolton. All in favor except Mr. Dasent, who abstained.

## **Electronic Plan Submission**

Ms. Rackus questioned Atty. Gross re: electronic plan submission, since she has been getting some requests from other departments for electronic files for plans. She expressed her concern that if the unapproved plans are shared electronically, there is no control over who sees them and where they are sent. Atty. Gross agreed that we should not be sharing electronic plan files, and we should continue to rely on paper plans. Mr. Clark mentioned that in other Townships, they submit paper and electronic plans, with the understanding that they are not shared with anyone other than Township employees. Ms. Rackus concern is that no Committee or Commission members have Township issued equipment or emails. It was agreed that we should continue to only 'share' the plans with Committee and Commission members in the paper form we currently receive. Mr. Piligian stated the reduced, or electronic version might be something to consider in the future.

## **D) ADJOURNMENT:**

Meeting adjourned at approximately 8:20 PM