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**REGULAR SEMI-MONTHLY MEETING**  
**June 11, 2013**

The regular semi-monthly meeting of the Board of Supervisors, Hanover Township, Northampton County, was called to order by Chairman, John N. Diacogiannis at the Hanover Township Municipal Building, 3630 Jacksonville Road, Bethlehem, PA, 18017 at 7:00 P.M.

Present were Supervisors Salvesen, Nagle, Tanczos and Walbert, Engineer Brien Kocher, Solicitor Broughal, Public Works Director Vince Milite and Township Manager John J. Finnigan, Jr.

The Pledge of Allegiance was performed.

Upon motion of Mr. Salvesen, seconded by Mr. Nagle, the Board approved the Agenda. Mr. Salvesen aye, Mr. Nagle aye, Mr. Tanczos aye, Mr. Walbert aye, Mr. Diacogiannis aye.

Upon motion of Mr. Nagle, seconded by Mr. Salvesen, the Board approved the minutes, with a spelling correction change under "Staff Reports", from the meeting of the Board of Supervisors dated May 28, 2013.

Mr. Salvesen aye, Mr. Nagle aye, Mr. Tanczos aye, Mr. Walbert aye, Mr. Diacogiannis aye.

Upon motion of Mr. Salvesen, seconded by Mr. Nagle, the Board approved the List of Bills and Transfers dated June 11, 2013 as presented by the Township Secretary/Assistant Treasurer; and to enter the signed List of Bills by the Secretary/Assistant Treasurer and the Board of Supervisors as an attachment to the minutes.

Mr. Salvesen aye with the exception of General Fund Check# 2741, Mr. Nagle aye with the exception of General Fund Check# 2741, Mr. Tanczos aye with the exception of General Fund Check# 2741, Mr. Walbert aye with the exception of General Fund Check# 2741, Mr. Diacogiannis aye with the exception of General Fund Check# 2741.

COURTESY OF THE FLOOR

Mr. David Harte from PA Venture Capital, Mr. Mickey Thompson, Esquire and Mr. Brian Kantanno from Ryan Homes were present in regards to the Farmhouse Mews project. Mr. Harte presented a drawing on proposed townhouse units instead of single family dwellings. There would be 20 townhouse units with frontage on a private road and in East Allen Township with the rest of the development being open space. The swale will be maintained, storm water will not go to Jacksonville Road; the sanitary sewer however will run through Hanover Township. There will be a homeowners association who will take care of the grass and snow maintenance; and proposed a gated emergency access road. Townhouses will be for sale not for rent and will be priced in the mid to upper \$200,000's.

REPORT OF THE CHAIRMAN

Mr. Diacogiannis had nothing to report.

## REPORT OF THE VICE-CHAIRMAN

Mr. Walbert had nothing to report.

## SUPERVISOR'S COMMENTS & ROAD REPORTS

Mr. Nagle – Road District #1 reported that the traffic light at Schoenersville and Catasauqua Road has a light out. Mr. Milite stated it was already called into the City.

Mr. Walbert – Road District #2 had nothing to report.

Mr. Salvesen – Road District #3, questioned when the paving project will begin; he is receiving calls. Mr. Milite advised that weather permitting the paving project should begin the end of this week or beginning of next week.

Mr. Tanczos – Road District #4 questioned the waterbox cover on Princeton and Jacksonville. Mr. Milite advised that it was called into the City of Bethlehem.

Mr. Diacogiannis – Road District #5 had nothing to report.

## APPOINTMENTS & RESIGNATIONS

It was noted that there were no items on the agenda.

## PLANNING & ZONING

### **Zoning Hearing Petition – Patient First – 2310 Schoenersville Road – Requesting Relief from the Provisions of the Sign Ordinance.**

Mr. Walbert explained the Zoning Hearing Petition and recommended that the Board send the Township Solicitor to attend the hearing to make sure that what was presented to the Board is what is being presented at the Zoning Hearing.

The Board agreed.

Mr. Diacogiannis directed the Township Solicitor to attend the Zoning Hearing meeting.

## ADMINISTRATION

### **Introduction of Policy 43-25, Associate Hiring Process**

Mr. Nagle introduced the following Policy to be adopted June 25, 2013:

### **Policy 43-25**

### **Associate Hiring Process**

### **Community Center**

**Interviewing and hiring the appropriate individuals is an important function in the successful operation of the Township and in particular the Recreation Department. All new hires must be interviewed and references screened by either the Recreation Director and/or the Assistant Recreation Directors (unless otherwise directed by the Township Manager).**

### **Applicants**

- Must complete and sign **Application for Employment**
  - Application (as revised 2/2009) must be completed in its entirety
    - Resumes may be a part of the application package, but not a substitute for application
  - All applications must be acknowledged by a form letter (copy maintained with application)
  - All individuals hired must be personally interviewed by either the Recreation Director or Assistant Recreation Director
  - Hiring decisions rest with the Recreation Director or Assistant Recreation Director
  - Individuals not hired must receive a personalized letter indicating that they were not hired and their application will remain active for nine (9) months; copy of letter must be filed with application
  - As a courtesy, all relatives of Township employees must be interviewed (parents, siblings, children, step children, etc.)

### **Introduction of Policy 43-26, Associate Payroll Processing**

Mr. Nagle introduced the following Policy to be adopted June 25, 2013:

## **Policy 43-26**

### **Associate Payroll Processing**

#### **Community Center**

**Because of sensitive information, all new employee paperwork is to be handled and signed solely by the Recreation Director and/or the Assistant Recreation Director during the entire hiring process (unless otherwise directed by the Township Manager).**

#### **New Hires/Rehires**

- New (W4) regular community center employees are to receive the following paperwork:
  - Emergency Contact Form
  - Employee Status Change Form
  - Employee Direct Deposit Enrollment Form
  - I-9 Form
  - W-4 Form for current year
  - Workers' Compensation Employee Notification Form
  - Residency Certification for Local Earned Income Tax Withholding Form
  - Criminal Background Check Authorization Form\*
  - Child Abuse Registry Form
  - Medical – Prescription Enrollment Form (**Full-time only**)
  - Assurant Beneficiary Designation – Dental – Life Insurance Form (**Full-time Only**)
  - Highmark Blue Shield Enrollment Form – Vision Insurance (**Full-time Only**)
  - The Hartford STD/LTD/Voluntary Life Enrollment Form & Beneficiary Designation Form (**Full-time Only**)

- Principal Financial Life Insurance Beneficiary Designation Form (**Full-time Only**)
- For 1099 employees:
  - Emergency Contact Form
  - Employee Status Change Form
  - I-9 Form
  - Criminal Background Check Authorization Form\*
  - Worker’s Compensation Notification Form
  - Residency Certification for Local Earned Income Tax Form
  - Child Abuse Registry Form

*\* All employees must have background checks completed every three (3) years.*

- Once the Recreation Director and/or the Assistant Recreation Director has ensured that all paperwork is signed and completed, new hire/rehire paper work is to be brought up only by the Recreation Director and/or the Assistant Recreation Director and given to directly to the Township Secretary.
- The Township Secretary will review all completed paperwork and may request a meeting with the Recreation Director and/or the Assistant Recreation Director for further clarification on employee documents. It is encouraged that the Recreation Director and/or the Assistant Recreation Director meet with the Secretary in person to review large seasonal group hires.
- The Township Secretary, after ensuring that all new paperwork is completed, will hand the employee file to the Township Treasurer to review that wage changes fall within the guidelines set by the Board of Supervisors. The Township Treasurer is to alert the Township Manger to any employee wage or documentation concerns, and may require the Township Manager to sign employee paperwork.

Employees will not be put in payroll system to be paid unless Employee Status Change form is signed by the Recreation Director and/or the Assistant Recreation Director, the Township Treasurer, and if required, the Township Manager, and a representative of the Board of Supervisors.

PUBLIC WORKS

It was noted that there were no items on the agenda.

DEVELOPMENTS

It was noted that there were no items on the agenda.

COURTESY OF THE FLOOR

It was noted that there was no one to offer any comment.

STAFF REPORTS

Engineer Kocher had nothing to report.

Solicitor Broughal had nothing to report.  
Mr. Milite had nothing to report.

Mr. Diacogiannis closed the regular meeting and opened the Executive Session for Contract Negotiation and Litigation at 7:27 P.M.

Mr. Diacogiannis re-opened the regular meeting at 7:31 P.M. for the following action.

Mr. Nagle moved to authorize the Chairman and Secretary to sign the Stipulated Settlement Agreement between JCRD, LLC d/b/a That's Amore Restaurant, Trigo T, Inc. and Hanover Township in regards to the restaurant owned and operated at 1267 Birchwood Drive relevant to the challenge of the Zoning Hearing Board decision.

Mr. Salvesen seconded the motion.  
Mr. Salvesen aye, Mr. Nagle aye, Mr. Tanczos aye, Mr. Walbert aye, Mr. Diacogiannis aye.

Upon motion of Mr. Walbert, seconded by Mr. Nagle, the Board approved adjournment of the regular meeting at 7:35 P.M. and re-opened the Executive Session.  
Mr. Salvesen aye, Mr. Nagle aye, Mr. Tanczos aye, Mr. Walbert aye, Mr. Diacogiannis aye.

It is noted that the Executive Session concluded at 8:20 P.M.

Lori A. Stranzl  
Township Secretary