
REGULAR SEMI-MONTHLY MEETING
July 23, 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 Jim Milot for Brien Kocher, Attorney Leo DeVito for Solicitor Broughal, and Township Manager John J. Finnigan, Jr.

The Pledge of Allegiance was performed.

Upon motion of Mr. Nagle, seconded by Mr. Salvesen, the Board approved the Agenda with additions under "Planning & Zoning".
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, from the meeting of the Board of Supervisors dated June 25, 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 July 23, 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 #2762, Mr. Nagle aye with the exception of General Fund Check #2762, Mr. Tanczos aye with the exception of General Fund Check #2762, Mr. Walbert aye with the exception of General Fund Check #2762, Mr. Diacogiannis aye with the exception of General Fund Check #2762.

COURTESY OF THE FLOOR

Attorney Joseph Piperato, Keith Lawler from Keystone Consulting Engineers and Mr. Rami Salloum, Dentist in the Township were present to advise the Board on a zoning petition they submitted for 3739 Bath Pike and is looking to convert a single-family house into a professional office practice which is a permitted use within the Limited Business District.

Mr. Finnigan stated that based on what this area is zoned for; this is a perfect use and suggested the Solicitor attend the Zoning Hearing meeting.

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

Mr. and Mrs. Nicholas Csorba and their neighbor, residents of Claire Street were present to express their comments and concerns on the amplifier system at the park.

Mr. Finnigan stated changes have been made and the vendor is aware of them. The vendor is allowed to start at 9:00 am and the speakers are 100-120 feet from their properties.

Mr. Diacogiannis stated that the Board is sympathetic to their concerns; the vendor was given new rules to follow; and whether they accept those new rules depends on what happens in the future.

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 had nothing to report.

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

Mr. Salvesen – Road District #3, had nothing to report.

Mr. Tanczos – Road District #4 had nothing to report.

Mr. Diacogiannis – Road District #5 had nothing to report; but thanked the Road Crew on an outstanding job collecting all the yard waste without the Yard Waste truck.

APPOINTMENTS & RESIGNATIONS

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

PLANNING & ZONING

Hold Harmless Agreement – Charles D. & Margaret M. Unger – 5842 Monocacy Drive, Bethlehem, PA, 18017

Mr. Walbert moved that the Board authorize the Chairman and Secretary to sign the Hold Harmless Agreement between Charles D. and Margaret M. Unger of 5842 Monocacy Drive, Bethlehem, PA, 18017 and Hanover Township for the installation of a fence which will encroach into the ten (10) foot Township drainage and utility easement located in the side yard of the property.

Mr. Tanczos seconded the motion.

Mr. Salvesen no, Mr. Nagle aye, Mr. Tanczos aye, Mr. Walbert aye, Mr. Diacogiannis aye.
The motion passed by a 4-1 vote.

Zoning Hearing Petition – George S. Nassif and Paraskeve I. Zumas – 1202 Foxview Drive, Bethlehem, PA, 18017 – Request for Variance Relief from the Setback Provisions of the Ordinance to Install a Fence

A discussion was held and the Chairman then directed the Township Solicitor to attend the Zoning Hearing Board meeting.

Zoning Hearing Petition – Rami Salloum – 3894 Courtney Street, Suite 105, Bethlehem, PA, 18017, Limited Business District – Requesting Relief from the Provisions of the Limited Business District of the Ordinance

It was noted that this item was addressed under Courtesy of the Floor.

Conditional Use Application – Specialty Minerals Inc., 35 Highland Ave (1, 5 and 9 Highland Ave) for a Billboard Sign”

Mr. Walbert moved that the Board approve to authorize the Zoning Officer to advertise for a Conditional Use Hearing on Tuesday August 27, 2013 for Specialty Minerals Inc., 35 Highland Ave (1,5 and 9 Highland Ave), Bethlehem, PA, 18017.

Mr. Tanczos seconded the motion.

Attorney DeVito explained the circumstances to the Board.

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

ADMINISTRATION

Mid-Year Financial Review – Township Treasurer

Mr. Kish was present to review the Second Quarter financials for General Fund and Recreation Fund to the Board and answer any questions.

Recreation Policies – Round Two 2013 Review

Mr. Nagle moved that the Board of Supervisors remove Township Policies 13, 14, 14-2, 29, 30, 31 & 33 and establish separate Recreation Policies 32-38. I further move to amend Recreation Policies 32, 33, 34, 35 & 37 with updated information that was effective January 1, 2013.

Recreation Policy – 32
(Formerly Policy 13)
Pool Passes

Whereas the Board of Supervisors of Hanover Township, Northampton County, recognize the need for a consistent and fair Refund Policy in regard to Pool Passes, we hereby establish the following:

It is the Policy of Hanover Township to refund monies for pool passes that have not been picked up prior to the opening of the pool for the season. This normally occurs on the Memorial Day Weekend. All requests for a refund must be in writing and a service charge of \$1.00 will be deducted from the refund.

No refunds will be issued, regardless of circumstances after opening day.

Adopted October 9, 1984

Amended November 9, 1999 – Please see Policy 43-5

Rescinded January 23, 2007

Recreation Policy – 33
(Formerly Policy 14)
Use of Municipal Park for Picnics

Rules and Regulations:

1. Upon application for a permit from the Recreation Department, a copy of the rules and regulations must be signed by the applicant.
2. Application should be made no less than 48 hours before use of facility.
3. Anyone may apply for a permit.
4. Parking may be stipulated by Township official and additional parking and security may be required.
5. Designated area of picnic must be cleaned up as approved by Township representative.
6. Barbecue grills must be used in designated areas as stipulated by a Township representative.
 7. No open fires. If a barbecue grill is used, a fire extinguisher is required.
 8. No loitering.
 9. No alcoholic beverages allowed.
 10. No pets allowed.
 11. No unauthorized vehicles allowed.
 12. Curfew: Applicable policy prevails.

Adopted December 10, 1985

Amended January 23, 2007

Recreation Policy – 34
(Formerly Policy 14-2)
Tennis / Basketball Court Permit Fees

It is the policy of the Board of Supervisors that:

Field/Court permits will require the following before application of field use or court use can be approved.

Court permits will require a \$35.00 annual permit fee and \$5 a day per participant fee.

A valid certificate of insurance with Hanover Township, Northampton County listed as an additional insured under their policy for the time of rental.

Hanover Township programs, Hanover Township organizations and renewals will take precedence in the schedule.

Dates are subject to change based on Hanover Township events or maintenance.

Adopted February 22, 2000

Amended January 23, 2007

Recreation Policy – 35
(Formerly Policy 29)
Pool Operating Procedures

Pool management shall prepare a daily review of the following: ATTENDANCE – DAILY ADMISSION FOR POOL ENTRANCE – ITEMIZED ACCOUNT OF DAILY RECEIPT AND DEPOSITS – this is dropped off at main office each night after closing; WEATHER CONDITIONS, CHEMICAL AMOUNTS ADDED TO POOLS, INJURIES OR ANY ADDITIONAL PROBLEMS are recorded and kept in a log at the life guard office.

A pool “end of year” report is to be completed; any concerns are documented and copied to the Director/Assistant Director immediately when necessary.

TIME SHEETS for payroll MUST be turned into the Recreation Department by the close of business on Sunday and all payrolls complete in computer by Monday.

Any equipment not operating properly should be reported to the Public Works for repair and notification should be made to the Director or Assistant Director.

All EMERGENCY NUMBERS shall be posted on the wall near the phone.

Any and all purchases over \$50.00 shall require a purchase order signed by the Recreation Director prior to purchasing. Purchase orders exceeding \$50.00 requires the approval of the Township Manager.

All lifeguards will work on a rotation system for a period of no less than 10 minutes and no more than 20 minutes at one station before rotating to another duty and then followed by another period in the lifeguard’s chair, then another duty and then a break. This should include a guard coming off duty and another just coming on duty from a break. This type of system and sample schedule can be found in the Township Pool Manual along with other pool responsibilities such as whistle system and recommended training schedule.

Staffing levels are determined on an annual basis by the Recreation Director with the approval of the Township Manager.

Adopted April 9, 1991

Amended January 23, 2007

Recreation Policy – 36
(Formerly Policy 30)
Lifeguard Applications

An application for lifeguard for the Hanover Township pool must be accompanied with a copy of their lifesaving and lifeguard certification.

Adopted May 28, 1991

Recreation Policy – 37
(Formerly Policy 31)
Group Use of Pool

All groups, camps or organizations which plan to use the Township pool must supply a written listing with names and addresses for each student/child prior to purchasing a ticket, otherwise all members will be charged at the non-resident rate. Camps hosting children in one week programs require a fee of \$4 a child/counselor fee with a limit of 3 hours of pool use per day and must have a waiver signed for each child attending the pool.

Adopted June 11, 1991

Recreation Policy – 38
(Formerly Policy 33)
Swim Lessons Age Requirements

It is the policy of the Board of Supervisors that all children must be three (3) years of age or older in order to receive swim lessons at the Township Pool.

Adopted July 23, 1991

Amended January 23, 2007

Mr. Salvesen seconded the motion.

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

PUBLIC WORKS

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

DEVELOPMENTS

Faulkner GM Showroom – Completion of Improvements Inspection

Mr. Tanczos moved that the Board, as recommended by Hanover Engineering Associates letter dated July 19, 2013, rejects the improvements as incomplete, that the eighteen (18) month Maintenance Period not begin until all “Punch List” items are complete and a re-inspection is requested for the Faulkner Cadillac-Chevrolet, New Showroom and to notify the Developer of the Board’s action.

Mr. Walbert seconded the motion.

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

Faulkner GM Showroom – Extension Request

Mr. Tanczos moved that the Board approve to grant Faulkner Chevrolet, Cadillac, Saab a thirty (30) day extension to September 11, 2013 to complete the improvements for the New GM Showroom project; and to notify the Developer of the Board’s action.

Mr. Tanczos seconded the motion.

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

CVS/Turkey Hill – End of Maintenance

Mr. Tanczos moved that the Board, as recommended by Hanover Engineering Associates letter dated July 19, 2013, approve to not release the Developer of CVS/Turkey Hill Development from his Maintenance responsibilities until all “Punch List” items are satisfactorily addressed and a re-inspection of all items is requested and that the Township notify the Developer and Surety that the Maintenance Security must remain intact.

Mr. Walbert seconded the motion.

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

Northgate II – Lot 3 – Representatives to be Present

Attorney Joe Piperato, Ryan Dunn and Michael Jeitner from Bohler Engineering were present representing DTC Innovation Way, LP who is the record owner of Lot 3 in the Northgate Business Center II to discuss the future of the lot and the land development improvements installed by the previous owner.

Hanover Retirement Residence/Sterling Heights – Completion of Improvements

Mr. Tanczos moved that the Board approve to notify the Developer of Hanover Township Retirement Residence aka Sterling Heights, as recommended in Hanover Engineering Associates letter dated July 19, 2013, to complete all the items listed in the “Punch List” and request a final inspection once all is followed and complete; and to notify the Developer of the Board’s action.

Mr. Walbert seconded the motion.

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

Village View Park – Authorization to Advertise and Electronically Bid Project

Mr. Tanczos moved that the Board approve to authorize Hanover Engineering Associates to advertise the Village View Park Project bid electronically through PennBid.

Mr. Walbert seconded the motion.

Mr. Milot explained the electronic bidding process.

Mr. Finnigan explained what will occur in this phase of the project.

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

COURTESY OF THE FLOOR

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

STAFF REPORTS

Engineer Milot had nothing to report.

Attorney DeVito had nothing to report.

Mr. Milite was not in attendance.

Mr. Finnigan reported on the traffic signal and the advanced loop issue at Jacksonville and Stoke Park intersection and noted that the Yard Waste Truck is still out of service and the Public Works Crew had to use other equipment to pick up sectors 3 and 4.

Upon motion of Mr. Nagle, seconded by Mr. Walbert, the Board approved adjournment of the regular meeting at 8:20 P.M

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

Lori A. Stranzl
Township Secretary