
REGULAR SEMI-MONTHLY MEETING
June 10, 2014

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, and Tanczos, Engineer Kevin Chimics, Solicitor Broughal, Public Works Director Vince Milite 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. Mr. Salvesen aye, Mr. Nagle aye, Mr. Tanczos 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 May 27, 2014. Mr. Salvesen aye, Mr. Nagle aye, Mr. Tanczos aye, Mr. Diacogiannis aye.

Upon motion of Mr. Nagle, seconded by Mr. Tanczos, the Board approved the List of Bills and Transfers dated June 10, 2014 as presented by the Township Secretary/ Assistant Treasurer; and to enter the signed List of Bills by the Township Secretary/Assistant Treasurer and the Board of Supervisors as an attachment to the minutes. Mr. Salvesen aye, Mr. Nagle aye, Mr. Tanczos aye, Mr. Diacogiannis aye.

COURTESY OF THE FLOOR

Linda Lipkis of Cherry Avenue was present to question what the intentions are regarding land behind her and her neighbor's homes that is owned by the Airport and how she would know if something was approved to be built.

Mr. Diacogiannis advised that the Township has not received any plan submissions and that nothing would be approved without going through the proper plan submissions, hearings if necessary and approvals of plans and she can access the Township website for posting of meeting agendas.

REPORT OF THE CHAIRMAN

Mr. Diacogiannis had nothing to report.

REPORT OF THE VICE-CHAIRMAN

Mr. Walbert was not in attendance.

SUPERVISOR’S COMMENTS & ROAD REPORTS

Mr. Nagle – Road District #1 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.

APPOINTMENTS AND RESIGNATIONS – BOARDS, COMMISSIONS AND COMMITTEES

There were no items on the agenda.

PLANNING & ZONING

There were no items on the agenda.

ADMINISTRATION

Public Meeting – Adoption of Proposed Ordinance amending, in part, Certain Provisions of Chapter 163 Taxation, Article III Realty Transfer Tax

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

Mr. Broughal updated the Board on the changes.

Mr. Nagle moved that the Board approve to adopt the following Ordinance amending, in part, certain provisions of Chapter 163 Taxation, Article III Realty Transfer Tax:

ORDINANCE NO. 2014-5

AN ORDINANCE OF THE TOWNSHIP OF HANOVER, NORTHAMPTON COUNTY, PENNSYLVANIA AMENDING, IN PART, CERTAIN PROVISIONS OF CHAPTER 163 TAXATION, ARTICLE III REALTY TRANSFER TAX OF THE CODE OF ORDINANCES OF THE TOWNSHIP OF HANOVER, NORTHAMPTON COUNTY, PENNSYLVANIA AND REPEALING ALL ORDINANCES INCONSISTENT

Mr. Salvesen seconded the motion.

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

Public Meeting – Adoption of Proposed Ordinance for Floodplain Management; Repealing in its entirety Ordinance 77-3, Chapter 86

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

Mr. Broughal updated the Board on the changes.

Mr. Nagle moved that the Board approve to adopt the following Ordinance regarding Floodplain Management:

ORDINANCE NO. 2014 - 6

AN ORDINANCE OF THE TOWNSHIP OF HANOVER, NORTHAMPTON COUNTY, PENNSYLVANIA REQUIRING ALL PERSONS, PARTNERSHIPS, BUSINESSES, AND CORPORATIONS TO OBTAIN A PERMIT FOR ANY CONSTRUCTION OR

DEVELOPMENT; PROVIDING FOR THE ISSUANCE OF SUCH PERMITS; SETTING FORTH CERTAIN MINIMUM REQUIREMENTS FOR NEW CONSTRUCTION AND DEVELOPMENT WITHIN AREAS OF THE TOWNSHIP OF HANOVER, NORTHAMPTON COUNTY, WHICH ARE SUBJECT TO FLOODING; AND ESTABLISHING PENALTIES FOR ANY PERSONS WHO FAIL, OR REFUSE TO COMPLY WITH, THE REQUIREMENTS OR PROVISIONS OF THIS ORDINANCE, AND REPEALING IN ITS ENTIRETY ORDINANCE NO. 77-3, CHAPTER 86, FLOODPLAIN MANAGEMENT

Mr. Salvesen seconded the motion.

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

Authorize Township Solicitor to Sign the Stipulation of Counsel for the Tax Assessment Appeal for ABEC, Inc., 3998 Schelden Circle, Parcel ID: M6-15-65-0214

Mr. Nagle moved that the Board approve to authorize the Township Solicitor to sign the Stipulation of Counsel for the ABEC, Inc. Tax Assessment Appeal for the tax year 2014.

Mr. Salvesen seconded the motion.

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

Adoption of Policy 74 – Resignation Policy

Mr. Nagle moved that the Board approve Policy 74 - Resignation Policy as follows:

Policy 74

Resignation Policy

Policy

Although we hope employment with Hanover Township will be a mutually rewarding experience, we understand that varying circumstances do cause employees to voluntarily resign employment. Should this time come, you are asked to follow the guidelines below regarding notice and exit procedures.

Procedures

1. Employees are encouraged to provide two weeks' notice to facilitate a smooth transition out of the organization.
2. Certain positions are essential to the operations of the Township and it is recommended that these positions provide a four weeks' notice to facilitate a smooth transition out of the organization. Those positions are: Township Manager; Director of Administration; Public Works Director; Township Treasurer; Township Secretary, Zoning Officer and Recreation Director.
3. All resignations must be confirmed in writing. Employees who verbally resign will receive a Confirmation of Resignation notice within 24 hours.
4. If an employee provides less notice than requested, the employer will withhold any and all accrued Paid Time Off (PTO) accrued benefits per the Hanover Township Employee Handbook.
5. The Township reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. Such a decision should not be

perceived as reflecting negatively on the employee since it may be due to a variety of reasons not known to the individual or other employees.

6. Employees who fail to report to work for three consecutive days without properly communicating to their supervisor or Township Manager the reasons for their absence will be viewed as voluntarily resigning their employment as of the third day.
7. Employees will not be allowed to rescind a resignation, whether given verbally or in writing, once the resignation has been confirmed by the employer.
8. Employees who wish to discuss concerns about their continued employment before making a final decision to resign are encouraged to do so.
9. Employees who resign in good standing under this policy and whose documented performance is **above average** under the Township's employee evaluation process will be eligible for reemployment for a period of up to six months from last date of employment with benefits reinstated in full. Former employees will be considered for open positions along with all other candidates. Former employees who apply for reemployment after six months will be treated as new employees for purposes of benefits.
10. Resigning employees will be scheduled for an exit meeting to ensure that all tools and equipment are returned and to provide an opportunity to discuss any questions or concerns related to employment with Hanover Township. Employees who fail to return any company property, including keys, credit cards, tools, uniforms, cellular phones, laptops and other equipment, will be deemed ineligible for rehire and may be subject to legal proceedings on behalf of Hanover Township.
11. Departing employees will be asked to confirm their forwarding address to ensure that benefits and tax information are received in a timely manner. Final pay will be mailed to this address by the next payday unless state law or other procedures dictate otherwise. Accrued but unused vacation will be paid out consistent with the company vacation policy and state law requirements.

Mr. Salvesen seconded the motion.

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

Adoption of Policy 75 – Sign Inventory, Assessment and Management Program for Retroreflectivity

Mr. Nagle moved that the Board approve to adopt Policy 75 – Sign Inventory, Assessment and Management Program for Retroreflectivity

POLICY 75

Sign Inventory, Assessment and Management Program for Retroreflectivity

It shall be a policy of the Board of Supervisors that Sign Retroreflectivity shall be managed per The Manual on Uniform Traffic Control Devices (MUTCD) standards, as most recently revised, as follows:

- Visual nighttime inspection of signs and
- Replacing signs at the end of their expected life.

When a sign is installed a sticker will be placed on the back of the sign with date of installation and future dates of inspections.

A spreadsheet will be created and maintained of specific sign information (i.e. when sign was purchased, installed, inspected, location of sign, type of sign, etc.).

Mr. Salvesen seconded the motion.

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

Appointment of Joseph G. Bednarik, Jr. as Code Enforcement Associate

Mr. Nagle moved that the Board approve to appoint Joseph G. Bednarik, Jr., as Code Enforcement Associate effective June 23, 2014 at an hourly rate of \$16.50, subject to the applicable payroll deductions. Position is non-exempt. Normal hours are daily 7:30 a.m. to 4 p.m.

Mr. Salvesen seconded the motion.

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

Bethlehem Area Public Library Report

Mr. Nagle reported that last night's Library meeting was cancelled.

Mr. Nagle discussed the book mobile and the number of stops and locations within the Township and the possibility of having fewer stops with a centralized location.

Mr. Finnigan stated he visited some of the stops and talked with residents there and they stated they would be very upset if their stop was taken away. Mr. Diacogiannis expressed the same concern.

PUBLIC WORKS

Village View Park Payment Recommendation Number 6

Mr. Salvesen moved that the Board approve, as recommended by the Township Engineer, to forward payment recommendation number 6 in the amount of \$139,249.87 to Livengood Excavators, Inc. in regards to the Village View Park Phase 1 construction.

Mr. Tanczos seconded the motion.

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

DEVELOPMENTS

Note for the Record – LVIP IV Lots 55/56 – FreshPet Extension

Mr. Tanczos noted for the record that the Developer of FreshPet, LVIP IV Lots 55/56 has granted the Township an extension to September 15, 2014 to review the current land development application.

Monocacy Farms Lot 61 – Reduction in Security Request #1

Mr. Tanczos moved that the Board approve, as recommended by the Township Engineer's letter dated June 5, 2014, to grant the Developer a reduction of the required security in the amount of \$37,975.25 which leaves a total of \$42,358.07 in security for the remaining work; conditioned upon the following:

1. That the Developer acknowledges that the security will remain in full force and at a minimum of \$42,358.07 for the work remaining, plus contingencies.
2. That the Developer adheres to Township Policy 25 (payment of Plans and Appeals Accounts).

Mr. Tanczos further moved to notify the Developer of the Board's action.

Mr. Salvesen aye, Mr. Nagle aye, Mr. Tanczos aye, Mr. Diacogiannis aye.
COURTESY OF THE FLOOR

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

STAFF REPORTS

Mr. Chimics noted that he brought the Griffin plans for signature.

Mr. Broughal had nothing to report.

Mr. Milite noted that the 2014 Overlay Project has begun; Hanson Aggregates have started milling and the overlay should be Monday. The project is way ahead of schedule.

Mr. Finnigan reported on the following:

- Checked on Mr. Walbert's concern from the previous meeting on the two manholes covers on Jacksonville in the area of Bridle Path Road. They are going to look into putting a ½ - one inch lift on them, but may be more trouble than it's worth and they cannot be moved because of being tied into the underground storm water detention system.
- Looking into retention of water issues at the Bridle Path/Jacksonville intersection; looks like it was not pitched correctly.
- Updated the Board that our account who has been with the Township for many years has once again gone out on his own. The company he was with split the business between corporate and municipal accounts and our account has the municipal accounts. Mr. Bushta sent the Letter of Auditing Procedures to be signed. The letter states the procedures we have always used and the fee remains the same through the 2016 audit. Needs permission to sign.

Mr. Nagle moved to authorize the Township Manager to sign the Letter of Auditing Procedures with Todd Bushta, CPA.

Mr. Salvesen seconded the motion.

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

Mr. Finnigan further reported:

- Recreation Director has been interviewing for the Asst. Recreation Director position and stated he will be interviewing candidates next week.
- Updated the Board on a Federal Law Suit

Upon motion of Mr. Nagle, seconded by Mr. Tanczos, the Board approved adjournment at 7:35 P.M.

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

Lori A. Stranzl
Township Secretary/Asst. Treasurer