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**REGULAR SEMI-MONTHLY MEETING**  
**July 30, 2015**

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, Walbert and Tanczos, Mr. Jim Milot for Engineer Brien Kocher, Solicitor James 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 with an addition to Administration. 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 23, 2015. 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 List of Bills and Transfers dated July 17, 2015 and July 30, 2015 as presented by the Township Treasurer/Assistant Secretary; and to enter the signed List of Bills by the Township Treasurer/Assistant Secretary and the Board of Supervisors as an attachment to the minutes. Mr. Salvesen aye with the exception of General Fund Check # 3340 and # 3361 the portion which benefits me, Mr. Nagle aye with the same exception, Mr. Tanczos aye with the same exception, Mr. Walbert aye with the same exception, Diacogiannis aye with the same exception.

The Chairman noted that the Board of Supervisors met in Executive Session on July 9, 2015 to discuss personnel matters.

**COURTESY OF THE FLOOR**

Joan Rosenthal was present from the Crime Watch Committee, to announce this is the last year that she will be running the National Night Out.

Resident Robert Dilliplane of 4335 Kathi Drive was present to request the removal of the rumble strips on Crawford Drive. Mr. Diacogiannis directed Mr. Milite to investigate and report back to the Board.

**REPORT OF THE CHAIRMAN**

Mr. Diacogiannis had nothing to report.

**REPORT OF THE VICE-CHAIRMAN**

Mr. Walbert had nothing to report.

## SUPERVISOR'S COMMENTS

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

Mr. Tanczos discussed recent complaints about residents parking vehicles on their grass. The Board had a brief discussion and it was decided that the Solicitor and Township Manager would further discuss the issue.

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

## APPOINTMENTS AND RESIGNATIONS – BOARDS, COMMISSIONS AND COMMITTEES

### **Appointment of Paul Balla as an Alternate to the Hanover Township Zoning Hearing Board**

Mr. Salvesen moved that the Board approve to appoint Mr. Paul Balla, 3552 Lord Byron Road, Bethlehem, PA to the Hanover Township Zoning Hearing Board, effective immediately, and to notify Mrs. Barbara Baldo and the Zoning Hearing Board 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.

## PLANNING & ZONING

### ADMINISTRATION

#### **Presentation – Northampton County Emergency Management**

Ryan Hay from Northampton County Emergency Management presented Kristopher S. Mattson with a PEMA Emergency Management Coordinator Professional Certification and John J. Finnigan, Jr. with a FEMA Advance Professional Series Certification.

#### **Authorize Chairman to sign the Premium Only Plan documents from The Benecon Group to Amend Health Plan Documents**

Mr. Nagle moved that the Board authorize the Chairman to sign the Premium Only Plan documents from the Benecon Group, amending our Health Plan Documents to allow for an open enrollment period.

Mr. Salvesen seconded the motion.

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

#### **Authorize Chairman to Sign the Preventative Maintenance Agreement with Advanced Door Service**

Mr. Nagle moved that the Board authorize the Chairman to sign the Preventative Maintenance Agreement with Advanced Door Service through August 31, 2016 for service at the Community Center.

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

**Amend Recreation Policy 29 – Policies and Conditions for Rentals**

Mr. Nagle moved that the Board approve the amended Recreation Policy 29 – Policies and Conditions for Rentals:

**Recreation Policy – 29**

**POLICIES AND CONDITIONS FOR RENTALS**

It shall be the policy of the Board of Supervisors, Hanover Township – Northampton County to establish Policies and Conditions for Rentals as follows:

1. ALCOHOLIC BEVERAGES OR TOBACCO PRODUCTS of any kind are strictly PROHIBITED in the Hanover Township Community Center, Parks and/or Fields.
2. FOOD AND DRINK are NOT PERMITTED in the GYMNASIUM. Please use the designated concession area.
3. Access to facilities/areas, other than the one you are contracted for, are prohibited.
4. On-site staff members of the Community Center are here to assist you, please seek out a staff member when you arrive at your scheduled event, if you are in need of information.
5. The Community Center staff members are responsible for setting up tables and chairs unless otherwise noted.
6. Upon completion of the event, the room(s) must be vacated by the designated time. The room must be cleaned and returned to the condition it was rented. If the room is not suitably clean, entire deposit may be forfeited by the Lessee. Any damages that exceed the deposit during the rental will be billed to the Lessee.
7. All participants, coaches, and officials must wear sneakers in the gymnasium.
8. The Community Center staff will not be responsible for any injuries, damages or stolen property that may occur to Lessee or Lessee's party during any function
9. The Community Center reserves the right to eject any person(s) who does not act in accordance with Center and/or Township policies, regulations, rules and ordinances.
10. A copy of your insurance certificate must be given to Hanover Township Community Center. The insurance certificate must list Hanover Township- Northampton County as an additional insured, satisfactory to the Township Solicitor (minimum of \$500,000 liability coverage.)
11. Due to obligations of the Community Center, times and dates are subject to change.

12. In case of inclement weather, please listen to the following radio stations for the Center's closing: B104 FM, Oldies 99.9 FM and WLEV 100.7

13. Cancellation Policy... Cancellations that occur 30 days or more before the scheduled event are penalized a \$5.00 service fee. A cancellation that takes place between 15 and 30 days prior to the event will 50% of the rental and for an event that is cancelled less than 15 days prior to the event will pay 100 % of the cost of the rental.

14. Cancellations due to inclement weather will be handled as follows... We will make every effort to accommodate your function for another date and time, however if a new date cannot be agreed upon, no refund will be issued.

15. The Township requires all athletic group or organization that leases or rents any recreation facility/venue in the Township provide the Township with a statement that their volunteers have been screened and are compliant with Act 153 of 2014, as amended.

16. As per Gym Rental policy (Recreation Policy 14) gym rentals will require a \$50.00 security deposit to be applied to the end of the contract. The security deposit will be applied to the final balance, provided no damages have occurred.

17. Please do not access the Township Municipal Tract and/or Pavilion area through Advent Moravian Church

18. If you are bringing a gas grill, a fire extinguisher is required. The use of charcoal grills is prohibited.

19. For parties in excess of 120 people, portable toilets are necessary and Colonial Regional Police must be notified for traffic control.

20. The use of fog machines in the Community Center is prohibited.

21. The walking path at the Municipal complex is closed to vehicular traffic. When renting the Lion's pavilion or one of the fields with Hanover Township, you may use the path to 'drop off' supplies, but must exit in a timely fashion. When driving on path, please use 4 way flashers on your car/truck, speed should be less than 5 miles per hour and you should yield to pedestrians using the path.

Mr. Salvesen seconded the motion.

Mr. Finnigan noted that this is a change to #15 in regards to the Act 153 of 2014.

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

### **Amend Recreation Policy 31 – Associate Payroll Processing**

Mr. Nagle moved that the Board approve the amended Recreation Policy 31 – Associate Payroll Processing:

**Recreation Policy - 31**

**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**

- o New (W4) regular community center employees are to receive the following paperwork:
  - o Emergency Contact Form
  - o Employee Status Change Form
  - o Employee Direct Deposit Enrollment Form
  - o I-9 Form
  - o W-4 Form for current year
  - o Workers' Compensation Employee Notification Form
  - o Residency Certification for Local Earned Income Tax Withholding Form
  - o Act 153 of 2014, as amended compliant
    - o Criminal Background Check Authorization Form (PA State Police Criminal Record Check)\*
    - o Childline and Abuse Registry Form
    - o FBI Fingerprinting
  - o Medical – Prescription Enrollment Form (**Full-time only**)
  - o Assurant Beneficiary Designation – Dental – Life Insurance Form (**Full-time Only**)
  - o Highmark Blue Shield Enrollment Form – Vision Insurance (**Full-time Only**)
  - o The Hartford STD/LTD/Voluntary Life Enrollment Form & Beneficiary Designation Form (**Full-time Only**)
  - o Principal Financial Life Insurance Beneficiary Designation Form (**Full-time Only**)

**For 1099 employees:**

- o Emergency Contact Form

- o Employee Status Change Form
- o I-9 Form
- o o Act 153 of 2014, as amended compliant
  - o Criminal Background Check Authorization Form (PA State Police Criminal Record Check)\*
  - o Childline and Abuse Registry Form
  - o FBI Fingerprinting
- o Worker's Compensation Notification Form
- o Residency Certification for Local Earned Income Tax Form
- o 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.

Mr. Salvesen seconded the motion.

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

### **Amend Recreation Policy 40 – Background Checks**

Mr. Nagle moved that the Board approve the amended Recreation Policy 40 – Background Checks:

**Recreation Policy – 40**

**Background Checks**

It shall be the policy of the Board of Supervisors that background checks will be conducted on employees or volunteers working with children and/or dealing with recreation programs as required by Act 152 of 2014, as amended.

Mr. Salvesen seconded the motion.

Mr. Finnigan noted that all of the employees of the Township have had the background checks completed, including the office staff and public works.

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

### **Amend Recreation Policy 41 – Background Checks**

Mr. Nagle moved that the Board approve the amended Recreation Policy 41 – Background Checks:

#### **Recreation Policy – 41**

#### **Background Checks**

It shall be the policy of the Board of Supervisors that all athletic group or organization that leases or rents any recreation facility/venue in the Township provide the Township with a statement that their volunteers have been screened and are compliant with Act 153 of 2014, as amended.

Mr. Salvesen seconded the motion.

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

### **Authorization to issue RFP**

Mr. Nagle moved to authorize the Director of Administration to issue the Bank RFP.

Mr. Salvesen seconded the motion.

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

## **PUBLIC WORKS**

### **Authorize Public Works Director to Contract with Tri-Boro Fencing Contractors Inc. for the Installation and Disposal of the Pharo Park Tennis Court Fence**

Mr. Salvesen moved that the Board allow the Public Works Director to spend \$4,160 to remove, dispose of, and repair the fence surrounding the tennis courts at Pharo Park. Work to be performed by Tri-Boro Fencing Contractors Inc.

Mr. Nagle seconded the motion.

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

### **Authorize the Chairman to sign Proposal from ASL Mechanical for Air Handlers at the Community Center**

Mr. Salvesen moved that the Board authorize the Chairman to sign the proposal from ASL Mechanical in the amount of \$9,900 to replace the leaking air handlers at the Community Center.

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

## **DEVELOPMENTS**

### **Authorize Chairman and Assistant Secretary to sign the Indemnification Agreement with Freshpet, Inc., 176 Commerce Way**

Mr. Tanczos moved that the Board approve to authorize the Chairman and Assistant Secretary to sign the Indemnification Agreement between Hanover Township Northampton County and Freshpet, Inc., for the project located at 176 Commerce Way.

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

### **Authorize the Chairman and Secretary to sign the Site Plan Improvements, Site Plan Maintenance, and Declaration of Covenant for Stormwater Management for LVIP IV Lots 55/56 – Freshpet Plant Expansion #2**

Mr. Tanczos moved that the Board authorize the Chairman and Secretary to sign the Site Plan Improvements, Site Plan Maintenance, and Declaration of Covenant for Stormwater Management for LVIP IV Lots 55/56 – Freshpet Plant Expansion #2.

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

### **Authorize the Chairman and Secretary to sign the Site Plan Improvements, Site Plan Maintenance, and Declaration of Covenant for Storm Water Management for Bright Dental Office**

Mr. Tanczos moved that the Board authorize the Chairman and Secretary to sign the Site Plan Improvements, Site Plan Maintenance, and Declaration of Covenant for Stormwater Management for Bright Dental Office.

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

### **Farmhouse Mews Subdivision – Extension Request**

Mr. Tanczos moved that the Board approve to grant the Developer of Farmhouse Mews Subdivision an extension to November 1st, 2015 in regards to the MPC Deadline.

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

### **LVCC II, Lot 13 Adult Daycare – Extension Request**

Mr. Tanczos moved that the Board approve to grant the Developer of LVCC II, Lot 13 Adult Daycare an extension to November 3rd, 2015 in regards to the MPC Deadline.



Mr. Walbert seconded the motion.

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

**Hanover Township Retirement Residence – Hanover Highlands Lot 2 – Extension Request**

Mr. Tanczos moved that the Board approve to grant the Developer of Hanover Township Retirement Residence – Hanover Highlands Lot 2 an extension to November 15<sup>th</sup>, 2015 in regards to the End of Maintenance Deadline.

Mr. Walbert seconded the motion.

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

**Bethlehem Business Park Lot 8A – Parking Addition – Extension Request**

Mr. Tanczos moved that the Board approve to grant the Developer of Bethlehem Business Park Lot 8A – Parking Addition an extension to November 1st, 2015 in regards to the Improvements Deadline.

Mr. Walbert seconded the motion.

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

**Bethlehem Orthodontics – Extension Request**

Mr. Tanczos moved that the Board approve to grant the Developer of Bethlehem Orthodontics an extension to November 1<sup>st</sup>, 2015 in regards to the Improvements Deadline.

Mr. Walbert seconded the motion.

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

**Traditions of America at Bridle Path Phase 2 – Extension Request**

Mr. Tanczos moved that the Board approve to grant the Developer of TOA at Bridle Path Phase 2 an extension to November 12th, 2015 in regards to the Improvements Deadline.

Mr. Walbert seconded the motion.

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

**Traditions of America at Bridle Path Phase 3 - Extension Request**

Mr. Tanczos moved that the Board approve to grant the Developer of Traditions of America at Bridle Path Phase 3 an extension to December 2nd, 2015 in regards to the Improvements Deadline.

Mr. Walbert seconded the motion.

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

**Traditions of America at HCC2 Lot 5 - Extension Request**

Mr. Tanczos moved that the Board approve to grant the Developer of Traditions of America at HCC2 Lot 5 a 30 day extension in regards to the Improvements Deadline.

Mr. Walbert seconded the motion.

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

### **LVIP IV Lot 12 Site Development Plan - Extension Request**

Mr. Tanczos moved that the Board approve to grant the Developer of LVIP IV Lot 12 Site Development Plan an extension to November 1<sup>st</sup>, 2015 in regards to the Improvements Deadline.

Mr. Walbert seconded the motion.

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

### **COURTESY OF THE FLOOR**

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

### **STAFF REPORTS**

Mr. Milot had nothing to report.

Mr. Broughal had nothing to report.

Mr. Finnigan reported on two Zoning Hearing Board requests for the Griffin property at 5210 and 5220 Jaindl regarding the appeal for lights on the back of the building and signage. The Public Works department is still working on cleaning up trees in Pharo Park & Village View Park. The Airport Authority that owns land behind Pharo Park is hiring someone to remove their storm debris, and will be completed within 15 to 30 days.

Macada North Park has been completed and the new sign was installed July 30, 2015.

Freshpet is finishing up Expansion 1 and are sending people over to start the installation of the Dog Park.

The East Allen letter was signed to thank them for their help with the storm debris clean up.

The Solar Panel donations from Starbucks were installed on the Lions Pavilion.

There will be another date set for September to distribute the rest of the yard waste barrels.

### **EXECUTIVE SESSION – PERSONNEL MATTERS**

The board entered into an Executive Session at 8:00 P.M.

It is noted that the Executive Session concluded at 8:15 P.M.

### **AUTHORIZATION OF SIGNATURE**

Mr. Nagle moved to authorize the Township Manager to execute the Employment Separation Agreement and General Release between Lori A. Stranzl and the Township of Hanover. Agreement is dated July 19, 2015 by Ms. Stranzl.

Mr. Salvesen seconded the motion.

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

APPOINTMENT OF SECRETARY, ASSISTANT TREASURER AND RECYCLING COORDINATOR

Mr. Nagle moved to promote and appoint Elizabeth D. Ritter to the position of Secretary, Assistant Treasurer and Recycling Coordinator at an annual salary of \$42,003 per year; \$1,615.50 bi-weekly plus \$50.00 per Board of Supervisors meeting attended effective July 30, 2015. Appointment as Secretary is in compliance with ARTICLE VIII, Sections 801, 802 and 803 of the Second Class Township Code. Appointment of Assistant Treasurer is in compliance with ARTICLE VII, Sections 705, and 708. Hours to be determined by Township Manager. Position is exempt.

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. Salvesen, the Board approved adjournment at 8:20 P.M.

Elizabeth D. Ritter  
Township Secretary