

BOARD OF SUPERVISORS
Zoning & Code Enforcement
Hanover Township Northampton County
3630 Jacksonville Road
Bethlehem, Pennsylvania 18017-9302
610.866.1140
Fax 610.758.9116

John J. Finnigan, Jr., Township Manager

Yvonne D. Kutz, Zoning Officer – B.C.O.

November 13, 2023

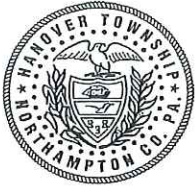
To: Board of Supervisors
John J. Finnigan, Jr
Kimberly Lymanstall
Barbara Baldo
Joseph Moeser
Brian Dillman
Ted Lewis, Esquire
Jim Broughal, Esquire
Brien Kocher, HEA

RE: Zoning Petition: 23ZHB17
Applicant: Ioakeim & Stacy Torounidis
Property location: 573 Kevin Dr, Bethlehem PA 18017
Zoning District: R1-S

Enclosed is a copy of the application received November 13, 2023, seeking relief from the setback provisions of the Ordinance maximum allowed land coverage.

The next meeting is tentatively scheduled 7:00 PM Thursday, December 21, 2023. Notice of Hearing to follow.

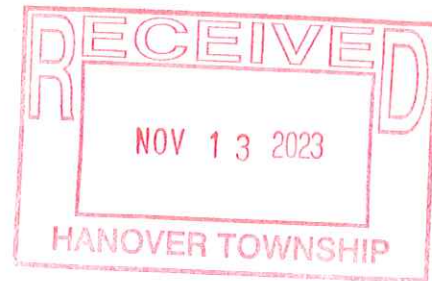
Yvonne D. Kutz



HANOVER TOWNSHIP, Northampton County

3630 Jacksonville Rd, Bethlehem PA 18017

Phone 610-866-1140 Fax 610-758-9116



PETITION

232HB17

NOTICE: This Petition, in order to be acted upon by the Zoning Hearing Board must be fully completed in accordance with the "instructions to applicant." Failure to do so will result in a denial of the Petition without refund of your filing fee.

Application is made this 8th day of November, 2023

I. PROPERTY INFORMATION (location and existing conditions for which a special permit is being applied):

1. Address of property for which a special permit is requested: 573 Kevin Drive Bethlehem, PA 18017
2. Tax Parcel No.: M6-19-8-25
3. Current Zoning Classification: Residential - R1S
4. The Dimension of the land area are: _____
5. The real estate contains 29,023.53 square feet.
6. The real estate in question is presently classified under the Hanover Township Zoning Ordinance as: residential
 - (a) The real estate is presently used for the purpose of: resident
 - (b) and contains buildings and other improvements consisting of (if real estate is vacant land, so note): pole barn - 28x48

II. OWNER INFORMATION

1. Owner of property: Toakeim & Stacy Torounidis Telephone 484.542.5392
610.390.5455
(all parties to the title must be listed, attach additional page if needed)
Address 573 Kevin Drive
Bethlehem, PA 18017

III. APPLICANT INFORMATION (herein after known as the "Petitioner")

1. Applicant ("Petitioner(s)") Toakeim Torounidis Stacy Torounidis Telephone 484.542.5392
610.390.5455
(all parties must be listed, attach additional page if needed)
Address 573 Kevin Drive
Bethlehem, PA 18017
2. Petitioner is the (check one or more)
☒ Owner ☐ Occupant ☐ Agent for: _____ ☐ Other: _____
3. Attorney representing Petitioner(s): none Telephone _____
Address _____
4. Petitioner: (check appropriate action)
☐ Hereby appeals from the decision of the Zoning Administrator, or other township Official; or
☒ Hereby applies for a special exception or permit, or variance, from the terms of the Zoning Ordinance; or
☐ Hereby applies for: _____
5. Petitioner appeals or makes application from the order, requirement, decision or determination of the Zoning Administrator or other Township Official made on _____, 20____, which was as follows: (quote, or if insufficient space, attach additional page). _____

6. Petitioner claims that the variance, exception, or other relief should be granted as herein requested under the following sections of the Hanover Township Zoning Ordinance. (cite all sections supporting your position, or relevant to the consideration of your Petition)

185-24 F(2) - for 33% land coverage

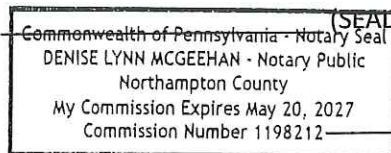
7. The variance or exception requested and the new improvements desired to be made as follows:

- (a) Building(s) to be erected: inground vinyl swimming pool
4'x8' equipment pad & apron concrete around pool
- (b) Building(s) to be changed: _____
- (c) Building(s) to be used for: _____

8. The plot plan, drawings, sketches and other exhibits attached hereto are made a part hereof. Please include 22 copies of the petition and all these attachments.
9. Petitioner believes that the exceptions, variance, Conditional Use or other relief requested should be granted for the following reasons: (attach additional sheet if necessary)
10. Petitioner agrees to comply with all provisions of the Hanover Township Zoning Ordinance and is aware that the Ordinance provides for penalties for violations of its provisions.
11. The Petitioner further acknowledges that the Board does not have to consider any application until all information requested by the Board of Supervisors is submitted by said applicant, and that in the event this information is not submitted in full within twenty (20) days from the date of the initial Board of Supervisors Hearing, then the Board may deny such application, with or without prejudice to the applicant.
12. Wherever additional information is requested by the Zoning Hearing Board, and leave to submit additional information is specifically granted by the chairman of the Zoning Hearing Board, then in consideration of the Board's forbearance in not refusing the application at the conclusion of the hearing, the Petitioner agrees to extend the time for consideration of the application by the Zoning Board for the number of days after the date of decision specified in any Ordinance of the Township, by the same number of days which the Zoning Hearing Board's consideration of the Petition was delayed by failure on the part of Petitioner to submit additional information requested.

NOTE: All Petitioners must sign
at least one must sign in the
presence of a person capable
of administering an oath (see below)

[Signature]
Petitioner



(SEAL)

(SEAL)

(SEAL)

(SEAL)

NOTE: The following affidavit must be taken before a Notary Public or other appropriate official by one of the Petitioners.

FOR INDIVIDUAL PETITIONERS:

COMMONWEALTH OF PENNSYLVANIA)

COUNTY OF Northampton)

) ss:

ON THIS, the 8 day of November, 2023, before me, Ioakeim Torounidis
Stacy Torounidis the undersigned officer,
personally appeared, _____,

known to me (or satisfactorily proven) to be the person whose name (is)(are) subscribed to the within instrument, and
acknowledged that he executed the same for the purposes therein.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Ioakeim Torounidis (SEAL)
Signature of the Petitioner taking affidavit

Sworn to and subscribed before me

This 8 day of November 2023

Denise Lynn McGeehan
NOTARY PUBLIC

Commonwealth of Pennsylvania - Notary Seal
DENISE LYNN MCGEEHAN - Notary Public
Northampton County
My Commission Expires May 20, 2027
Commission Number 1198212

FOR CORPORATE PETITIONERS:

COMMONWEALTH OF PENNSYLVANIA)

COUNTY OF _____)

) ss:

ON THIS, the _____ day of _____, 20____, before me, _____
the undersigned officer,

personally appeared, _____,
who acknowledged _____ self to be the _____ of
_____, a corporation, and that he as such _____ being
authorized to do so, executed the foregoing instrument for the purposes therein contained by signing the name of the
corporation by _____ self as _____.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Signature of the Petitioner taking affidavit

Sworn to and subscribed before me

This _____ day of _____ 20____.

NOTARY PUBLIC



Stephen M. Zaffuto, Esquire
Direct Dial: 215-606-0249
stephen.zaffuto@obermayer.com
www.obermayer.com

Obermayer Rebmann Maxwell & Hippel LLP
2003 S. Easton Road, Suite 304
Doylestown, PA 18901
P: 215-606-0760
F: 215.348-1804

November 21, 2023

VIA REGULAR MAIL

AND EMAIL (klymanstall@hanovertpw-nc.org)

Hanover Township Board of Supervisors
3630 Jacksonville Road
Bethlehem PA 18017-9302

**Re: Request for Extension for Completion of Improvements
LVCC, Lot 10A – 3370 High Point Boulevard (TMP No. M5-7-2-10A-0214)**

Dear Members of the Board:

On behalf of Boyer Bethlehem SNF LC, Owner and Developer of the above-referenced property, we hereby request an extension of the completion date for all Improvements required under the Site Plan Improvements Agreement executed July 7, 2021 for an additional period of twelve (12) months from December 7, 2023.

Should you have any questions, please do not hesitate to contact our office. We appreciate your cooperation in this matter.

Very truly yours,

A handwritten signature in blue ink, appearing to read "SA Zaffuto", written over a horizontal line.

Stephen M. Zaffuto

SMZ/rm

cc: James L. Broughal, Esquire (jimbroughal@rcn.com)
John J. Finnigan, Jr. (jfinnigan@hanovertpw-nc.org)
Client (via email)

Three Year Agreement Authorizing Hough Associates to Collect Residential and Commercial Recycling Data and Prepare PA DEP 904 Recycling Grant Applications for Hanover Township

Hanover Township authorizes Hough Associates to collect recycling data for 2020, 2021 and 2022. Hough Associates will perform the scope of work listed below, prepare and file the Northampton County recycling survey and the PA DEP recycling performance grant applications.

Hough Associates will:

- Prepare and send annual data collection forms to haulers for reporting the recycling tonnage collected in Hanover Township.
- Contact all haulers that did not respond to the initial data request for recycling tonnage.
- Compile the annual recycling data reported to the Township and to Hough Associates in both hard copy and on a computer database. Data will be retained for 4 years following filing.
- Prepare and file the annual Northampton County Recycling Survey Report due in February.
- Prepare and mail annual commercial recycling education to township businesses.
- Analyze the benefits of a multi-municipal grant application with other area municipalities.
- Prepare and file the 904 Recycling Performance Grant Applications on or before DEP's filing deadlines.


Hanover Township will provide Hough Associates with annual update of the commercial entities that operated in the Township for use in data collection and the recycling education mailing.

Hanover Township agrees to pay Hough Associates a fixed price of \$6,000 per year for these services according to the following schedule:

- \$3,000 January 31
- \$3,000 July 31

Hanover Township may take a 2% discount (\$5,880) if paid in full by January 31.

In the event of a DEP audit, Hough Associates will represent the Township at no additional cost.


Accepted by Hanover Township


Accepted by Hough Associates

08/25/2020
Date

8/26/2020
Date

Three Year Agreement Authorizing Hough Associates to Collect Residential and Commercial Recycling Data and Prepare PA DEP 904 Recycling Grant Applications for Hanover Township

Hanover Township authorizes Hough Associates to collect recycling data for 2023, 2024 and 2025. Hough Associates will perform the scope of work listed below, prepare and file the Northampton County recycling survey and the PA DEP recycling performance grant applications.

Hough Associates will:

- Prepare and send annual data collection forms to haulers for reporting the recycling tonnage collected in Hanover Township.
- Contact all haulers that did not respond to the initial data request for recycling tonnage.
- Compile the annual recycling data reported to the Township and to Hough Associates in both hard copy and on a computer database. Data will be retained for 4 years following filing.
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- \$3,000 January 31
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Hanover Township may take a 2% discount (\$5,880) if paid in full by January 31.

In the event of a DEP audit, Hough Associates will represent the Township at no additional cost.

Accepted by Hanover Township

Date



Accepted by Hough Associates

11/14/23

Date

2024 Residential Waste & Recycling Fees

Single Family Residential

ANNUAL PER HOUSEHOLD: **\$300.00**

ANNUAL PER HOUSEHOLD IF PAID BY 03/80/2024: **\$270.00***

PENALTY FOR LATE PAYMENTS after 04/5/2024: 10%*

Multifamily Residential (Southland Condominiums)

ANNUAL FEE PER UNIT: **\$130.00**

ANNUAL PER UNIT IF PAID BY 03/8/2024: **\$117.00***

PENALTY FOR LATE PAYMENTS after 04/5/2024: 10%*

Multifamily Residential (Park Place Townhouses)

ANNUAL FEE PER UNIT: **\$230.00**

ANNUAL PER UNIT IF PAID BY 03/81/2024: **\$207.00***

PENALTY FOR LATE PAYMENTS after 04/5/2024: 10%*

All fees due by 05/3/2024

Duplicate Invoice Fee \$35.00

Accounts not paid by August 2, 2024, will be subject to the collection process. Administrative Fee to Collect Past Due/Delinquent Accounts: \$125.00.

* Postmark must be 3/8/2023 and 4/5/2023 or before to be considered timely, if mailed.

The Township reserves the right to assess the cost or fees incurred by collection of delinquencies and the right to pro-rate the cost based on a reasonable monthly calculation. Ordinance 08-05, adopted on June 10, 2008, establishes collection and payment of refuse fees.

2024 SALARY
INCREASE GUIDELINES

Evaluation	% Increase
Far Exceeds Normal Requirements	4.00
Exceeds Normal Requirements	3.25
Meets Normal Requirements	3.00
Meets Some Requirements / Fails to Meet Some Requirements	2.75
Fails to Meet Minimum Requirements	0.0

Hanover Township Pool Memberships will be available for the 2024 season starting December 1, 2023.

Membership Payments

Payment accepted: cash, checks made out to Hanover Township and credit cards (convenience fee applicable).

Season Passes

FAMILY:

*Hanover - Northampton Residents \$300.00, up to 5 members, each additional member \$50.00.
Non-Residents \$500.00, up to 5 members, each additional member \$75.00.*

INDIVIDUAL:

*Hanover – Northampton Residents \$175.00
Non-Resident \$275.00*

SENIORS:

*Hanover – Northampton Resident Seniors (67 and older) – Lifetime \$100.00
Non-Resident Seniors (67 and older) annual \$200.00*

DAILY

*Hanover - Northampton Residents: Adult \$15.00; Child 3-7 years olds \$10.00 and Seniors \$10.00
Non-Resident - Adult \$20.00; Child 3-17 years olds \$15.00 and Seniors \$15.00*

SWIM TEAM

*Hanover – Northampton Residents \$100.00
Non-Residents \$150.00*

*All memberships require a valid PA ID for verification of residency. *Children 2 & under are free
**Adults are 18 & older*

20% Military & Hanover – Northampton First Responder Discount (retired/active (Must show valid ID))

The Township maintains the right to limit Daily Passes based on capacity and staffing.

RESOLUTION 23 - 33

WHEREAS, Chapter 172 Vehicles and Traffic, Article VII Towing, of the Code of Ordinances of the Township of Hanover, Northampton County, Pennsylvania ("TOWNSHIP") sets forth certain provisions and regulations regarding the towing of motor vehicles in the TOWNSHIP (the "Towing Ordinance"); and

WHEREAS, the Towing Ordinance provides for the approval, by the Board of Supervisors of the TOWNSHIP, of certain towing and storage garages that are permitted to tow and store vehicles within the Township, pursuant to the terms and conditions of the Towing Ordinance, including but not limited to, Resolution 20-18 and all subsequent Resolutions establishing the towing fees; and

WHEREAS, the Board of Supervisors of the TOWNSHIP desires to establish a certified list of the towing and storage garages which have been licensed and approved pursuant to the Towing Ordinance, so that the use of the towing and storage garages are utilized on a fair, equitable and rotating basis by all parties, including the Colonial Regional Police Department ("CRPD"), such that each licensed towing and storage garage operation receives a fair share of the requested towing or storage opportunities.

NOW, THEREFORE, BE RESOLVED, and it is resolved and enacted that a certified list of all licensed and approved towing and storage garages has been established by the Board of Supervisors of the TOWNSHIP and may be modified from time to time, and provided to the CRPD and the Northampton County 911 Center, and the utilization of such list shall be on a fair, equitable and rotating basis, and the list of towing and storage garages is attached hereto as **Exhibit "A"**.

IN TESTIMONY WHEREOF, the undersigned TOWNSHIP has caused this resolution to be signed by a duly authorized officer and its corporate seal, duly attested by the Board Secretary, to be hereunto affixed this 28th day of **November 2023**.

ATTEST:

**BOARD OF SUPERVISORS
HANOVER TOWNSHIP,
NORTHAMPTON COUNTY**

By: _____
Kimberly R. Lymanstall, Secretary

By: _____
John N. Diacogiannis, Chairman
Board of Supervisors

EXHIBIT "A"

Certified list of all licensed and approved towing and storage garages.

**LICENSED AND APPROVED TOWING AND
STORAGE GARAGES
HANOVER TOWNSHIP, NORTHAMPTON COUNTY**

1/1/2024

DHELL, Inc. dba: Bath Auto Towing 2350 Schoenersville Road Allentown, PA 18109-9596 610.837.1700	Fast Lane Towing & Transport, Inc. 4045 Newburg Road Easton, PA 18045-8222 610.365.8200
Randy W. Knecht dba: Randy W. Knecht Auto Sales & Service 3866 Northwood Avenue Easton, PA 18045-8220 484.695.4584 610.515.0200	M.S.G. Towing & Recovery, Inc. 928 E. Market Street Bethlehem, PA 18017-7016 484.241.7040 484.895.9870 610.868.7040
Hank's Auto Service & Sons LLC 226 Mechanic Street Bethlehem, PA 18015-1710 484.239.2135 610.866.2022	

RESOLUTION 23 – 34
HANOVER TOWNSHIP – NORTHAMPTON COUNTY

WHEREAS, The Board of Supervisors of Hanover Township (“Township”), Northampton County, Pennsylvania (“Applicant”) desires to apply for grants with Commonwealth Financing Authority (“Authority”) from the Local Share Account Statewide Program; and

Be it **RESOLVED**, that the Board of Supervisors of Hanover Township of Northampton County hereby request a Local Share Account – Statewide grant of \$674,881.20 from the Commonwealth Financing Authority to be used for constructing a field house at First Responders Park.

NOW THEREFORE, IT IS FURTHER RESOLVED THAT:

1. Any application for a grant from the Authority may be signed on behalf of the applicant by the officials of the Township of Hanover who, at the time of signing, has **TITLE** of **Chairman**, Board of Supervisors; or **Vice Chairman**, Board of Supervisors; or **Township Secretary, Township Treasurer** or **Township Manager**.
2. The signature page for the grant agreement can be executed on behalf of the Township by the Official who, at the time of the signing of the agreement, has the **TITLE** specified in paragraph 1 and the Township is bound by the grant agreement.
3. If this official signed the **“Signature Page for Grant Application”** prior to the passage of this Resolution, this grant of authority applies retroactively to the date of signing.
4. Any amendment to the grant agreement can be executed on behalf of the Township by the Official who, at the time of the signing of the agreement, has the **TITLE** specified in paragraph 1 and the Township is bound by the grant amendment.
5. This Resolution shall remain in effect and binding until rescinded or modified by the Board of Supervisors, Township of Hanover.

RESOLVED this 28th day of November 2023.

ATTEST

BOARD OF SUPERVISORS
Hanover Township,
Northampton County

By: _____
Beth A. Bucko, Assistant Secretary
Board of Supervisors

By: _____
John N. Diacogiannis, Chairman
Board of Supervisors

I hereby certify that this Resolution was adopted by the Board of Supervisors, Hanover Township, Northampton County, this 28th day of November 2023 and said Resolution has been recorded in the Minutes of the Board of Supervisors of Hanover Township and remains in effect as of this date.

Beth A. Bucko, Assistant Secretary
Board of Supervisors, Hanover Township -
Northampton County



AIA®

Document G701™ – 2017

Change Order

PROJECT: <i>(name and address)</i> Hanover Township Municipal Pool 3650 Jacksonville Road Bethlehem, PA 18017	CONTRACT INFORMATION: Contract For: Hanover Twp. Mun. Pool Date: December 22, 2023	CHANGE ORDER INFORMATION: Change Order Number: 010 Date: 11-15-23
OWNER: <i>(name and address)</i> Hanover Township 3650 Jacksonville Road Bethlehem, PA 18017	ARCHITECT: <i>(name and address)</i> BKP Architects 1525 Locust Street, 5th Flr. Philadelphia, PA 19102	CONTRACTOR: <i>(name and address)</i> Helm Construction Co. 44 Pheasant Run Road Orwigsburg, PA 17961

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Change from hydroseed in lawn areas to sod.

The original <u>(Contract Sum)</u> (Guaranteed Maximum Price) was	\$	\$6,745,325.00
The net change by previously authorized Change Orders	\$	\$423,154.90
The <u>(Contract Sum)</u> (Guaranteed Maximum Price) prior to this Change Order was	\$	\$7,168,479.90
The <u>(Contract Sum)</u> (Guaranteed Maximum Price) will be <u>(increased)</u> (decreased) (unchanged) by this Change Order in the amount of	\$	\$15,892.00
The new <u>(Contract Sum)</u> (Guaranteed Maximum Price) , including this Change Order, will be	\$	\$7,184,371.90
The Contract Time will be (increased) (decreased) <u>(unchanged)</u> by	()	days.
The new date of Substantial Completion will be		December 7, 2023

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

BKP Architects	Helm Construction Co.	Hanover Township
ARCHITECT <i>(Firm name)</i>	CONTRACTOR <i>(Firm name)</i>	OWNER <i>(Firm name)</i>
		
SIGNATURE	SIGNATURE	SIGNATURE
Joseph Powell, AIA LEED AP, Principal	Michael Wright, VP Operations	John J. Finnigan, Township Manager
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
11-15-23	11/16/23	11/15/2023
DATE	DATE	DATE

TREE CITY USA® APPLICATION

Select one: ☒ First Time Applicant OR ☐ Recertification



TREE CITY USA status is awarded for work completed by the community during the calendar year. Please contact your State Urban Forestry Coordinator for your state's deadline, mailing address and any additional information required by your state. The common deadline is December 31 but can vary by state. Completed applications with attachments can be mailed to your State Urban Forestry Coordinator. All fields below are required to be filled out for your application to be approved.

Community Information

Community Name (as it should appear on recognition materials) Hanover Township - Northampton County

Community Website www.hanovertpw-nc.org

Mayor or Equivalent

First Name John N. Last Name Diacogiannis

Professional Title Chairman - Board of Supervisors

Address 3630 Jacksonville Road

City Bethlehem State PA Zip Code 18017-9302

Email Address hanover@hanovertpw-nc.org

Phone Number (ex. 402-473-9553) 610.866.1140

City Forestry Contact: Person who is responsible for completing and answering questions about this application.

First Name Martin Last Name Limpar

Professional Title Public Work Director

Address 3630 Jacksonville Road

City Bethlehem State PA Zip Code 18017-9302

Email Address mlimpar@hanovertpw-nc.org

Phone Number (ex. 402-473-9553) 610.866.1140

Standard ①: Tree Board or Department

Frequency of Tree Board Meetings: ☐ Weekly ☐ Bi weekly ☒ Monthly ☐ Quarterly ☐ Semiannually ☐ Annually

Chairperson: If your city or town has a Tree Board, list your chairperson or head board member. If your city or town doesn't have a Tree Board, list your city department or manager.

First Name Jane Last Name Cook

Professional Title Shade Tree Advisory Board Chairperson

Address 208 W. Langhorn Ave

City Bethlehem State PA Zip Code 18017

Email Address casacook@mac.com

Phone Number (ex. 402-473-9553) 610.866.1734

Other Tree Board Members or Staff

Full Name Blair Bates Email Address blairbates@gmail.com

Full Name Marianne Rivera Email Address marianrivera@rcn.com

Full Name Gamini Vedage Email Address vedage123@yahoo.com

Full Name Michele Kane Email Address mgkane4@outlook.com

If additional Tree Board members are needed, please attach.

OVER

— Page 1 of 2 —

Standard ②: A Community Tree Ordinance

Date Current Tree Ordinance was established July 21, 1992

NEW Applicants (required): ☒ Current ordinance is attached.

RECERTIFICATIONS: ☐ Our ordinance as last submitted is unchanged and still in effect.
☐ Our ordinance has been changed. The new version is attached.

Standard ③: A Community Forestry Program with an Annual Budget of at Least \$2 per capita

Community Population	<div>To review program standards and application resources, visit arborday.org/treecity.</div>	
Tree Planting and Initial Care	\$	12,950
Tree Maintenance	\$	25,265
Tree Removal	\$	15,865
Management	\$	3,150
Utility Line Clearance	\$	0
Volunteer Time (in hours)		250 Hours
Other (please explain)	\$	
Total Community Forestry Expenditures	\$	57,230

Please attach Annual Work plan (if required by your state) and supporting budget documents.

Trees Planted 22 Trees Pruned 150 Trees Removed 6

Standard ④: Arbor Day Observance and Proclamation

Date of observation April 29, 2023

☒ Proof of Arbor Day event is attached (activities, photos, and/or news coverage). ☐ Signed Arbor Day Proclamation is attached.

Mayor or Equivalent Signature

Title

Date

Application Certification To Be Completed By The State Forester:

Community: HANOVER TOWNSHIP - NORTHAMPTON COUNTY

The above named community has made formal application to this office. I am pleased to advise you that we reviewed the application and have concluded that, based on the information contained therein, said community is eligible to be certified as a Tree City USA community, having in my opinion met the four standards required for recognition.

State Forester Signature

Title

Date

Mail completed application with requested attachments to your state forester no later than December 31 (unless your state has instituted a different deadline.)



CONSULTING AGREEMENT

THIS CONSULTING AGREEMENT made this 28th day of November, 2023, by and between TOWNSHIP OF HANOVER, NORTHAMPTON COUNTY, PENNSYLVANIA, a Second Class Township of the Commonwealth of Pennsylvania with an address of 3630 Jacksonville Road, Bethlehem, Pennsylvania 18017-9302 ("TOWNSHIP") and **JOHN J. FINNIGAN, JR.**, an adult individual with an address of 4208 Maria Lane, Bethlehem, PA 18017-8456 ("CONSULTANT").

BACKGROUND

A. TOWNSHIP desires that CONSULTANT perform certain consulting services ("Services") for the TOWNSHIP.

B. CONSULTANT desires to work as a consultant for the TOWNSHIP under the terms and conditions as hereinafter set forth.

NOW THEREFORE, in consideration of their mutual promises, each to the other, the receipt of which is hereby acknowledged, and intending to be legally bound, the parties agree as follows:

1. Consultation Services. The TOWNSHIP hereby engages the CONSULTANT to perform essentially the Services that CONSULTANT had previously provided to TOWNSHIP, and other services requested by the Board of Supervisors, from time to time, but shall not include any supervision or management services, and all in accordance with the terms and conditions set forth in this Agreement.

2. Principal Contact. CONSULTANT'S principal contact at the TOWNSHIP shall be the Board of Supervisors of the Township, or its designee.

3. Term of Agreement. This Agreement shall be in full force and effect commencing January 3, 2024. It shall remain in effect for a period of four (4) months ("Term"), at which time this Agreement may be extended for an additional term as determined by TOWNSHIP ("Extended Term"). This Consulting Agreement shall automatically terminate at the end of the Term or the Extended Term, or in accordance with the provisions of Section 13 of this Agreement.

4. Time Devoted by Consultant. The TOWNSHIP is interested only in the result to be achieved, and the conduct and control of CONSULTANT'S work will be CONSULTANT'S sole and complete responsibility. CONSULTANT alone shall determine the hours CONSULTANT is to work on any given day and the location where CONSULTANT performs the Services. The TOWNSHIP will rely on CONSULTANT to work the number of hours that are reasonably necessary to fulfill the purposes of this Agreement up to a maximum of twenty-four (24) hours per week. The Township and Consultant agree that there may be instances where Consultant may have no billable hours for any given payment period during the Term based on the need or lack thereof of Consultant's services.

5. Place Where Services Will be Rendered. The CONSULTANT will perform most Services in accordance with this Agreement at such places as the CONSULTANT may desire, except when travel is requested by TOWNSHIP.

6. Access to Facilities. Should CONSULTANT and TOWNSHIP determine that it is necessary to have access to the TOWNSHIP'S facilities to perform the Services under this

Agreement, CONSULTANT shall be granted access limited to those facilities required to render the Services. However, the TOWNSHIP shall not be liable for any personal injury to CONSULTANT or for any loss or damage to any personal property belonging to CONSULTANT or in CONSULTANT'S custody or possession while using or accessing the TOWNSHIP'S facilities. The above shall include liability for all claims including claims of negligence.

7. Payment to Consultant. CONSULTANT shall be compensated at the rate of **\$95.00 per hour** for Services rendered on behalf of TOWNSHIP. Only those expenses incurred and approved, in writing, by the TOWNSHIP in advance shall be the responsibility of the TOWNSHIP. All other expenses shall be CONSULTANT'S responsibility. As an independent contractor, CONSULTANT shall not be entitled to any fringe or other benefits, including workers' compensation coverage, insurance, or pension of any nature, which the TOWNSHIP provides to its employees. CONSULTANT is solely responsible for meeting all of CONSULTANT'S insurance needs.

8. Independent Contractor. Both the TOWNSHIP and the CONSULTANT agree that the CONSULTANT will act as an independent contractor in the performance of CONSULTANT'S duties under this Agreement. Accordingly, the CONSULTANT shall be responsible for payment of all taxes including federal, state, and local taxes arising out of the CONSULTANT'S activities in accordance with this Agreement, including by way of illustration but not limitation, federal and state income tax, Social Security tax, Unemployment Insurance taxes, and any other taxes or business license fees as required. During CONSULTANT'S contacts with third parties CONSULTANT shall identify himself as a consultant for the TOWNSHIP and not as an employee. CONSULTANT does not have the power or authority to bind the TOWNSHIP in any capacity.

9. Indemnification. CONSULTANT hereby agrees to release, defend, indemnify, and hold the TOWNSHIP, its employees, agents, officers, directors and shareholders harmless from any claim (including, but not limited to, claims for personal injury, damage to property, and negligence) arising out of CONSULTANT'S activities or in connection with providing the Services.

10. Confidentiality & Nondisclosure.

(a) During the term of this Agreement CONSULTANT recognizes that confidential, proprietary information will be disclosed to CONSULTANT by the TOWNSHIP both in written form and in oral discussions. All information and materials acquired by CONSULTANT, directly or indirectly, from the TOWNSHIP, including but not limited to information which may have been disclosed to CONSULTANT by suppliers, taxpayers, township employees or other parties affiliated with the TOWNSHIP which is or could have been subject to a confidentiality agreement executed by the TOWNSHIP, shall be and remain confidential and shall not be disclosed to third parties without the prior, written approval of the TOWNSHIP.

(b) CONSULTANT will not photograph, sketch, copy or otherwise record confidential documents, except as may be authorized in writing by the TOWNSHIP. CONSULTANT agrees that any and all such records and copies made or kept by CONSULTANT, wherever completed or wherever kept, at home or otherwise, in connection with the Services performed under this Agreement shall be and are the sole and exclusive property of the TOWNSHIP and that the TOWNSHIP has the sole right to obtain copyrights upon any such writings. CONSULTANT agrees that upon the termination of this Agreement, CONSULTANT

shall place all such notes and records in the TOWNSHIP'S possession and shall not retain or take with CONSULTANT, without the prior written consent of the TOWNSHIP, any notes and records or other reproductions relating or pertaining to or connected with the Services.

(c) CONSULTANT agrees that any information or any idea, invention, copyrightable work, improvement, technique, strategy, development, program, product, discovery, design, formula, process, know-how and data, original work of authorship, computer program, concept and trade secret, whether tangible or intangible, directly or indirectly resulting from or created by or through the CONSULTANT, or otherwise originated by CONSULTANT solely or jointly with others during the term of this Agreement with the TOWNSHIP (whether or not patentable or registrable under copyright, trademark or similar laws and whether or not at a commercial stage) (hereinafter the "Intellectual Property"), shall be the sole and exclusive property of the TOWNSHIP, with all copyrightable works to be considered "works for hire", whether or not said works are, or might be considered, "works made for hire" under federal law.

11. Survival of Certain Obligations; Injunctive Relief. The obligations set forth in Paragraph 10 shall survive the expiration or termination of this Agreement. Should there be a breach of those provisions, CONSULTANT acknowledges that the TOWNSHIP would suffer irreparable harm and shall be entitled to injunctive relief in addition to any other available remedies.

12. No Conflicts. CONSULTANT certifies that CONSULTANT is currently under no outstanding agreement or obligation which conflicts with or prevents CONSULTANT from performing the Services under this Agreement, and that this Agreement does not constitute a breach of any obligation CONSULTANT has to a third party. CONSULTANT further agree not to enter into any such conflicting agreement during the term of this Agreement and CONSULTANT is not to provide any similar consulting services for any other TOWNSHIP which conducts or provides any similar services or products as the TOWNSHIP during the term of this Agreement or any extensions.

13. Termination Provisions. This Consulting Agreement may be terminated by TOWNSHIP at any time for any reason prior to the end of the Term in consideration of a payment to the consultant of \$4,000.00.

14. Severability. In the event that any section, paragraph or term of this Agreement shall be determined to be invalid or unenforceable by any competent tribunal for any reason, the remainder of this Agreement shall be unaffected thereby and shall remain in full force and effect and if any section, paragraph, or term of this Agreement is adjusted to any extent to be invalid or unenforceable by any competent tribunal, such section, paragraph, or term will be deemed modified to the extent necessary to make it enforceable.

15. Amendment. This Agreement may be amended only by mutual agreement of the parties in writing.

16. Law Governing. The interpretation and enforcement of this Agreement shall be governed by the substantive laws of the Commonwealth of Pennsylvania and the parties hereby consent to jurisdiction in the federal or state courts in the Commonwealth of Pennsylvania.

17. Complete Agreement. This Agreement contains the entire agreement between the parties in respect to the subject matter hereof and supersedes any and all other agreements for consultation, oral or written, and all other communications between the parties relating to the subject matter of this Agreement. The language of all parts of this Agreement shall in all cases be construed in accordance with its fair meaning and not strictly for or against any of the parties.

18. Headings. The headings and other captions in this Agreement are for convenience and reference only and shall not be used in interpreting, construing or enforcing any of the provisions of this Agreement.

19. Signatures. Both the TOWNSHIP and the CONSULTANT agree to the above contract. This is a personal services contract and is not assignable by CONSULTANT.

ATTEST:

**BOARD OF SUPERVISORS OF
HANOVER TOWNSHIP,
NORTHAMPTON COUNTY**

By: _____
KIMBERLY R. LYMANSTALL,
Secretary

By: _____
JOHN N. DIACOBIANNIS,
Chairman

_____(SEAL)
JOHN J. FINNIGAN, JR.

Robert B. & Helen S.
Meyner Center
for the Study of State & Local Government

October 17, 2023

Hanover Township Board of Supervisors
3630 Jacksonville Road
Bethlehem, PA 18017

Dear Supervisors:

Pursuant to our conversation, the Lafayette College Meyner Center is pleased to present the Township with this proposal to offer our assistance with the recruitment process of the new Township Manager. Through our skill and experience, we can be of invaluable assistance to the Board in providing independent and unbiased, professional guidance in choosing both the procedure for your recruitments, and in the ultimate selection of the best candidate(s) available. Our services offered will include all or some of the following:

- Meeting with the Board/Committee to assist them in defining the responsibilities of the position, setting the expected salary and benefit expense, establishing the recruitment and appointment procedure, identifying the medias for publication of the advertisement, and scheduling the interview process;
- Preparing and placing the position advertisement in the approved outlets and professional publications;
- Reviewing with the Board/Committee the resumes received, checking references, and recommending a pre-approved number of candidates that the Board/Committee would interview;
- Preparing a list of interview questions, and if the Board chooses, participating in the interviews;
- Conducting preliminary investigations into candidates; and
- Assisting the Board in negotiating the terms of employment with the chosen candidate.

The Meyner Center was created several years ago to aid all levels of government. We assist municipalities in municipal service studies, operations and financial analysis, labor contract negotiation, strategic plan preparation, and executive search for management personnel. Our mission is simply to help government be efficient and productive using our experience and skills.

The staff of the Meyner Center has significant knowledge and experience in government. Director John Kincaid is a full-time professor of Government and Law at Lafayette; he is one of the world's foremost experts in the study of federalism. As the Associate Director of the Center, my primary focus is governmental affairs at the local level. Prior to coming to Lafayette this year, I worked in municipal government in northeast Pennsylvania since 2001, including serving as the Borough Manager in Lehighton for 11 years. As I have transitioned into the Associate Director position, I

have worked extensively with Dave Woglom to assure consistency and the experience with our services continue to meet the expectations of the municipalities we serve. The Meyner Center has assisted many municipalities with the recruitment of their managers, police chiefs, and other management personnel. We understand the importance of an experienced and skilled executive who works closely with the appointed Board and provides the leadership necessary to oversee daily business operations, communicate effectively and thoroughly with the Board, and guide the Township into the future. I have enclosed a copy of my resume and a project listing, which highlights the assistance that the Meyner Center has provided to municipalities.

The Meyner Center's services are provided at a rate of only \$110 per hour. We will bill the hourly rate plus travel and agree that our fee will not exceed \$8,500 plus travel. We maintain a timesheet so our invoice will show the time according to the hours we have spent. Additionally, we recommend that the Board utilize the services of Intercounty Investigations of Harleysville, Pennsylvania to complete the background investigation. They are extremely experienced and skilled in completing a comprehensive employment, credit, personal, criminal, and driving history review of public sector management personnel. Their cost to complete this exhaustive review is approximately \$3,100 and will also work with the Township if seeking other options.

The focus of the Meyner Center is to provide a quality service to municipalities. I believe that my years of local government management experience and understanding of the culture of local government, along with the Center's work with municipalities provides me with the skills necessary to be of significant value to a municipality. I would be happy to meet with you at any time. Thank you for the opportunity to assist Hanover Township.

Sincerely,

Nicole Beckett

Nicole Beckett
Associate Director

Accepted and agreed to by the Board of Supervisors of Hanover Township, Northampton County, Pennsylvania on this ____ day of _____, 2023.

Hanover Township,
Northampton County, Pennsylvania

By: _____
John N. Diacogiannis, Chairman



NICOLE BECKETT

beckettn@lafayette.edu ♦ (570)778-0827

EDUCATION

Kutztown University of Pennsylvania
Masters of Public Administration 2017
Bachelors of Public Administration 2009
♦ Graduated Cum Laude in both degrees

Lehigh Carbon Community College
Associates in Education 2005

Northampton Community College
Associates in Social Work 2001

EXPERIENCE

Lafayette College Meyner Center for State and Local Government ♦ Easton, PA
Associate Director for Public Service May 2022 - Present

Located in Northampton County, Pennsylvania, the Meyner Center at Lafayette College provides services, programs, studies and training to county and municipal governments including: Hosting the Annual Forum on Local Government, Conducting Administrative Studies and Reviews, Coordinating Executive Recruitments, Assisting in Labor Contract Negotiation, Assisting in Strategic Plan Preparation, and Offering Training and Education.

Borough of Lehighton ♦ Lehighton, PA
Borough Manager October 2011 – May 2022

Located in Carbon County, Pennsylvania, Lehighton Borough is a full-service community with 5,500 residents. Issues facing the borough include economic development, electric utility management and citizen demand for enhanced services at minimal costs. Appointed by a seven-member Council, the Borough Manager oversees the day-to-day operation of the local government, including oversight of more than 30 full time employees and management of a \$20.5 million budget.

Key Accomplishments/Experiences

- Manage various labor issues with two bargaining units, including contract negotiations and coordination of grievance arbitration process
- Oversaw construction of Fire Station, Police Station, Electric Utility Building and Multiple Park Rehabilitations
- Working with businesses on economic development and growth in the community
- Oversaw the establishment of trail system and outdoor events in the community

- Coordination of elimination of blight within the borough
- Enhanced relationships with business community and residents by placing emphasis on communication through newsletters, social media and upgraded website
- Grant Writing, Administration and Project Management for \$4.5 million in grant awards

Borough of Lehighton ♦ Lehighton, PA

Treasurer/Assistant Secretary March 2010 – October 2011

Responsible for all borough finances and accounting, Human Resource Management, Budget Preparation, Grant Administration and Grant Writing, Payroll and Employee Benefit Administrator, Accounts Receivable/Accounts Payable

Borough of Lansford ♦ Lansford, PA

Secretary/Treasurer January 2004 -March 2010

Responsible for all borough administration in the absence of a Borough Manager, Human Resource Management, Budget Preparation, Grant Administration and Grant Writing, Payroll and Employee Benefit Administrator, Accounts Receivable/Accounts Payable, Agenda Preparation

Rush Township ♦ Tamaqua, PA

Secretary/Assistant Treasurer September 2001 -September 2003

Administrative Consultant January 2007 – December 2007

Responsible for all township administration in the absence of a Township Manager, Human Resource Management, Budget Preparation, Accounts Receivable/Accounts Payable, Payroll and Employee Benefit Administrator

PROFESSIONAL AFFILIATIONS

Association of Pennsylvania Municipal Management

Carbon County Tax Collection Committee, Former Treasurer

International City Management Association

Northeastern Pennsylvania Alliance (NEPA)

Pennsylvania Municipal Electric Association, Former Treasurer

Robert B. & Helen S. Meyner Center

for the Study of State & Local Government

Municipal Projects

Executive Recruitment

Newtown Borough Manager, Bucks County (2023)
Upper Hanover Authority Operations Manager (2023)
Township of Falls Authority Executive Director (2023)
West Whiteland Township Director of Public Works (2023)
Kennett Fire & EMS Commission Administrator -New Position (2023)
Fountain Hill Borough Manager (2023)
Downingtown Borough Police Chief (2023)
East Vincent Township Manager (2023)
Narberth Borough Manager (2023)
Souderton Borough Manager (2023)
Pocono Mtn. Regional EMS Chief Operating Officer -New Position (2023)
Rockledge Borough Manager (2022-2023)
Narberth Borough Police Chief/Director of Public Safety -New Position (2022-2023)
Palmerton Borough Manager (2022-2023)
Newtown Township Finance Director (2022)
Lower Gwynedd Township Manager (2022)
Catasauqua Borough Manager (2022)
Willistown Township Manager (2022)
Lehighon Police Chief (2022)
Lehighon Borough Manager (2022)
South Whitehall Township Manager (2022)
Charlestown Township Manager (2022)
Upper Dublin Township Manager (2022)
West Bradford Township Finance Director (2022)
West Whiteland Township Manager (2022)
West Bradford Township Planning Director (2021-2022)
Swarthmore Borough Manager (2021)
Schuylkill Township Police Chief (2021)
East Pikeland Township Police Chief (2021)
Upper Hanover Township Manager (2021)
Concord Township Finance Director (2021)
Upper Chichester Township Finance Director (2021)
Fountain Hill Borough Manager (2021)
Easton City Deputy Finance Director (2021)
Morrisville Borough Manager (2021)
Ephrata Borough Manager (2021)
Springfield Township Public Works Director (2021)
Upper Providence Finance Director (2021)
Perkasie Finance Director (2021)
East Goshen Township Manager (2021)

Narberth Borough Manager (2021)
Ephrata Borough Finance Director (2021)
New Britain Township Manager (2021)
East Goshen Township Finance Director (2020-2021)
Whitemarsh Township Finance Director (2020)
Buckingham Township Public Works Director (2020)
Edgmont Township Manager (2020)
East Bradford Township Finance Director (2020)
Collegeville Borough Manager (2020)
Sellersville Borough Manager (2020)
Cranberry Township Assistant Manager (2020)
East Vincent Manager (2020)
Montgomery County Redev. Authority Exec Direc. (2020)
Middletown Manager (2020)
Falls Township Manager (2020)
Falls Township Police Chief (2020)
Bucks County Chief Operating Officer (2020)
Bucks County Housing Director (2020)
Edgmont Township Finance Director (2020)
West Whiteland Township Police Chief (2020)
Perkasie Borough Police Chief (2019)
Plumstead Township Manager (2019)
PA Municipal Electric Assoc Exec Director (2019)
Kennett Township Manager (2019)
Salisbury Township Police Chief (2019)
Willistown Township Manager (2019)
Lower Frederick Township Manager (2019)
Upper Dublin Township Police Chief (2019)
Haverford Township Manager (2019)
Upper Gwynedd Township Manager (2019)
Exeter Township Police Chief (2019)
Upper Nazareth Township Manager (2018-2019)
Towamencin Township Assistant Manager (2018)
Ambler Borough Police Chief (2018)
East Coventry Township Manager (2018)
Lower Macungie Township Manager (2018)
Schuylkill Township Manager (2018)
Williams Township Manager (2018)
SV Community Center Executive Director (2018)
Bensalem Township Planning/Codes Director (2018)
Moore Township Manager (2018)
Lower Mt. Bethel Township Manager (2018)
Catasauqua Borough Manager (2018)
East Fallowfield Township Manager (2018)
Franconia Township Police Chief (2018)
Middletown Township Manager (2018)
Pottstown Borough Utilities Administrator (2018)
Lansdale Borough Manager (2017)
New Hope Borough Finance Director (2017)
Tredyffrin Township Police Superintendent (2017)

New Hanover Township Manager (2016)
Lower Providence Township Manager (2016)
Pottstown Borough Assistant Manager (2016)
East Coventry Township Police Chief (2016)
New Hope Borough Manager (2016)
Chambersburg Borough Police Chief (2016)
West Vincent Township Manager (2016)
New Hope Borough Zoning Officer (2016)
Hilltown Township Manager (2016)
Warminster Township Manager (2015)
Malvern Borough Manager (2015)
East Whiteland Township Planning Director (2015)
Montgomery Sewer Authority Manager (2015)
Worcester Township Manager (2015)
Upper Nazareth Township Manager (2015)
West Pikeland Township Manager (2015)
Upper Providence Township Manager (2015)
East Whiteland Township Manager (2015)
Fountain Hill Borough Manager (2015)
Phoenixville Borough Finance Director (2015)
Plainfield Township Manager (2014)
Bangor Borough Manager (2014)
Lower Perkiomen Valley Sewer Authority Manager (2014)
Newtown Township Manager (2014)
Franconia Township Manager (2014)
Slate Belt Regional Police Chief (2014)
Upper Pottsgrove Township Manager (2014)
Upper Macungie Township Manager (2014)
Pocono Township Manager (2014)
Bethlehem Township Manager (2013)
Pottstown Director of Licensing/Inspections (2013)
Easttown Township Manager (2013)
Norristown Municipal Administrator (2013)
Upper Moreland Police Chief (2013)
Cheltenham Township Manager (2012)
Pottstown Borough Manager (2012)
Upper Merion Township Manager (2012)
Lehigh Township Police Chief (2012)
Forks Township Manager (2012)
Hilltown Township Manager (2011)
North Whitehall Township Manager (2011)
Williams Township Manager (2011)
South Whitehall Township Manager (2010)
Pen Argyl Borough Police Chief (2010)
Hellertown Borough Manager (2010)
Wilson Borough Police Chief (2009)
Emmaus Borough Manager (2008)
Easton City Administrator (2007)

Franconia Public Works Management Analysis (2021)
Newtown Borough Administrative Analysis (2021)
Conshohocken Authority Administrative Analysis (2020)
East Bradford Township Financial Analysis (2020)
Tobyhanna Township Organizational Assessment (2020)
Catasauqua Borough Public Works Department Assessment (2015)
Montgomery Township Sewer Authority Organizational Assessment (2015)
Pocopson Township Administrative Review (2015)
Lower Perkiomen Valley Sewer Authority Administrative Review (2014)
South Whitehall Fire Apparatus Capital Improvement Study (2014)
Northampton County Animal Control Study (2013)
Pottstown Fire Consolidation Facilitation (2013-15)
Bethlehem Township/Fire Company Study and Meeting Facilitation (2012-14)
Macungie Borough Organizational Assessment (2012)
Williams Township Organizational Assessment (2011)
Solebury Township Organizational Assessment (2010)
New Britain Township Police Scheduling Consultation (2010)
Easton Area Joint Sewer Authority IPP Study (2010)
Lafayette College Plant Operations Department (2010)
Lower Mt. Bethel Township Organizational Assessment (2008)
Easton City Early Intervention Plan (2007)

Labor Contract Negotiation

Slate Belt Regional Police Commission (2014-15)

Strategic Plan Preparation

Upper Providence Township (2017)
Upper Uwchlan Township Public Works Department (2016)
Princeton, NJ Public Works Department (2016)
Pen Argyl Borough (2010)
Forks Township (2009-11)

Salary/Benefit Survey Preparation

Middletown Township, Bucks County-Police Collective Bargaining Agreement Analysis (2023)
Upper Saucon Salary Survey of Administration and Dept. Heads – Lehigh Valley (2022)
Lehigh Valley Municipalities Response to Coronavirus (2020)
Lehigh Valley Municipalities Salary Survey (2015-19)
Bucks County Consortium of Municipalities Salary/Benefits Survey (2009-13)
Lehigh and Northampton Counties Police Salary/Benefits Survey (2013)
Forks Township (2009)

Administrative Services Provision

Pennsylvania Municipal Electric Association, Professional Consultant (2019-present)
Pennsylvania Municipal Electric Association, Executive Director (2008-19)
Northampton Tax Collection Committee, Administrative Director (2009-present)
Lehigh Tax Collection Committee, Executive Director (2011-present)
Easton Housing Authority HOPE VI Evaluation, Project Manager (2007-12)

Local Elected Officials Programs (New)

Borough of Nesquehoning -Council/Manager Form of Government (2023)

Borough of Newtown (Bucks) – Council/Manager Form of Government (2023)

Facilitation of Retreats/Public Hearings/Committee Meetings

Northampton County Judge Debate Moderator (2015)

Greater Easton Development Partnership Retreat (2015)

Newark, Delaware City Council Retreat (2014)

Pottstown facilitation of possible consolidation of fire companies (2013-14)

Bethlehem Township Implementation of Fire Company/Township Improvements (2013-14)

Lehigh County Board of Commissioners Retreat (2011)

Williams Township Zoning Code Public Hearings (2010)

Hatfield Township Board of Commissioners (2009)

Easton Finance and Code Enforcement Departments (2009-10)

Personnel Dispute Resolution

Kingwood Township, NJ (2011)

Interim Manager Services

Kutztown Borough Interim Borough Manager (2008)

Training/Instruction

Author/instructor of program “Reconnecting and Building the Team: The Workplace Post COVID.”

Author/instructor of program “Trust in Government: The Federalism Perspective and Local Government Reality” -Conducted by Professor John Kincaid and Nicole Beckett at the 2022 Pennsylvania Municipal Electric Association Conference

Author/instructor of program “Challenges of Managing in the Public Sector”

Author/instructor of program “Challenges of Managing the Difficult Employee”

Author/instructor of program “Effective and Productive Decision Making”

Author/instructor of program “I’m From the Government and I’m Here to Help You; Effective Customer Service”

Author/instructor of program “The Role and Responsibilities of a Municipal Elected Official”

Author/instructor of program “The Importance of Leadership and Communication in Municipal Government”

Author/instructor of program “The Art of Time Management”

Author/instructor of program “Managing Conflict in the Workplace”

Author/instructor of program “How to Hire Employees”

Government/Non-Profit Agency Involvement

Easton City Community and Economic Development -Business Recruitment Strategy (2022/2023)

Lehigh Valley Justice Institute Strategic Plan (2021)

St. Lukes University Network Finance Committee (2005-present)

Lafayette College CFO Search Committee (2014)

Lafayette College Public Safety Director Search Committee (2013)

Easton Elected Officials Compensation Committee, Chairman (2010)

Lehigh Valley Economic Development Corporation (2010-15)

Allentown City Blue Ribbon Panel (2009)

Pennsylvania State Association of Boroughs Instructor (2008)