

ORDINANCE NO. 23-7

**AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE
TOWNSHIP OF HANOVER, COUNTY OF NORTHAMPTON,
COMMONWEALTH OF PENNSYLVANIA AMENDING THE
TOWNSHIP OF HANOVER'S CODE OF CODIFIED ORDINANCES,
CHAPTER 159 SUBDIVISION AND LAND DEVELOPMENT, ARTICLE
II INTERPRETATION AND ARTICLE V PLAN REQUIREMENTS AND
REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES
INCONSISTENT HEREWITH.**

WHEREAS, The Supervisors of Hanover Township, Northampton County, Pennsylvania (the "Board"), under the powers vested in them by the "Second Class Township Code" of Pennsylvania as well as other laws of the Commonwealth of Pennsylvania, do hereby enact and ordain the following amendments to the text of the Hanover Township Code of Codified Ordinances (the "Ordinances"); and

WHEREAS, Hanover Township (the "Township"), along with nine other municipalities are members of the Nazareth Area Council of Governments (the "NazCOG Municipalities"); and

WHEREAS, the Board adopted the Nazareth Area Multi-Municipal Comprehensive Plan Implementation Agreement (the "Agreement") at its regularly scheduled meeting on August 22, 2023 via Resolution 2023 – 26; and

WHEREAS, the Agreement provides that NazCOG Municipalities adopt certain amendments to their respective subdivision and land development ordinances ("SALDO"); and

NOW, THEREFORE, BE IT ORDAINED AND ENACTED, by the Board of Supervisors of Hanover Township, Northampton County, Pennsylvania as follows:

SECTION 1. Chapter 159 *Subdivision and Land Development*; Article II *Interpretation* § 159-6 *Definitions and word usage*, is amended to add the following:

"DEVELOPMENT OF REGIONAL SIGNIFICANCE

Any Land Development that, because of its character, magnitude or location, will have substantial effect upon the health, safety or welfare of citizens in more than one of the NazCOG Municipalities.”

SECTION 2. Chapter 159 *Subdivision and Land Development*; Article V *Plan Requirements*; § 159-29 *Preliminary Plan*; Subsection E. *Other required supporting documents* is amended to add the following:

“(10) Developers and subdividers of land must furnish either (i) a statement that the preliminary plan is not a Development of Regional Significance under the SALDO, or (ii) if it is a Development of Regional Significance, a signed letter showing the dates upon which copies of the subdivision or land development plan and supporting documentation have been delivered to each of the other NazCOG municipalities.

(a) Copies of professional reviews prepared by one of the NazCOG Municipalities shall also be forwarded to the other NazCOG Municipalities upon receipt.

(b) In acting on the subdivision and/or land development plans, the host NazCOG Municipality shall consider the comments provided by the other NazCOG Municipalities.

(11) Upon submission to the host NazCOG Municipality, the Planning Administrator or other designated Municipal staff member shall verify that plan is delivered in accordance with the SALDO definition of a Development of Regional Significance, and that the Developer has correctly executed the requirements of Subsection (10) above. If in accord, and all other Municipal submission requirements are satisfied, the developer’s plan shall be accepted for review by the Municipality.

(12) Upon receipt of a plan which is a Development of Regional Significance that was submitted to another NazCOG Municipality, the Planning Administrator shall add the plan to the

agenda of the next available Planning Commission meeting and notify the members of the Municipal governing body.”

SECTION 3. All Ordinances and parts of Ordinances inconsistent herewith are hereby repealed.

SECTION 4. The provisions of this Ordinance shall be severable and if any provision thereof shall be declared unconstitutional, illegal or invalid, such decision shall not affect the validity of any of the remaining provisions of this Ordinance. It is hereby declared as a legislative intent of the Township that this Ordinance would have been enacted had such unconstitutional, illegal or invalid provision(s) not been included herein.

SECTION 5. This Ordinance shall become effective within five (5) days of enactment.

ENACTED AND ORDAINED at a regular meeting of the Board of Supervisors of the Township of Hanover, County of Northampton on this ____ day of _____, 2023.

ATTEST:

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

By: _____
KIMBERLY LYMANSTALL,
Secretary

By: _____
JOHN N. DIACOGIANNIS,
Chairman

Kimberly Lymanstall

From: Joe Petrucci <joepetrucci@jgpetrucci.com>
Sent: Friday, December 8, 2023 3:50 PM
To: Kimberly Lymanstall; Peter Polt
Subject: RE: Lehigh Valley Flex Center - Improvements Deadline

Kimberly --

In the past we have provided an email requesting an extension.

Please let this email serve as our request to extend the Improvements deadline for Lehigh Valley Flex Center for 6 additional months.

Thank you and let me know if you need anything else.

Joe Petrucci



171 State Route 173, Suite 201
Asbury, NJ 08802
O: (908) 730-6909
M: (484) 268-3795
www.jgpetrucci.com

From: Kimberly Lymanstall <klymanstall@hanovertpw-nc.org>
Sent: Friday, December 8, 2023 2:47 PM
To: Peter Polt <ppolt@jgpetrucci.com>
Cc: Joe Petrucci <joepetrucci@jgpetrucci.com>
Subject: [External] Lehigh Valley Flex Center - Improvements Deadline

Good afternoon,

I received notification from Hanover Engineering regarding the improvements deadline for the Lehigh Valley Flex Center is set to expire January 12, 2024.

Please provide me with a letter requesting an extension for the January 9, 2024 Board of Supervisors meeting.

Regards,

Kimberly

Kimberly Lymanstall
Township Secretary/Assistant Treasurer

Phone 610.866.1140, ext. 223
Fax 610-758-9116
Web www.hanovertpw-nc.org

BASE ENGINEERING INC.

(610) 437-0978
(610) 437-0979

CONSULTING ENGINEERS & SURVEYORS
1010 N. QUEBEC STREET, ALLENTOWN, PA 18109-1607



FAX (610) 432-3800

www.BaseEng.com

BaseEngineering@BaseEng.com

CIVIL • STRUCTURAL • MUNICIPAL • ELECTRICAL • MATERIAL HANDLING • MECHANICAL • SUPERVISION

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

December 11, 2023

**Re: MPC TIME EXTENSION letter
Hindu Temple Society
Proposed building expansion at 4200 Airport Road
(TMP M5-7-170-0214; M5-7-17C-0214E; M5-7-17B-0214)
Base Project #2019-258**

Dear Supervisors,

Please consider this letter as requesting the necessary MPC time extension for 90 days beyond January 10, 2024 through April 10, 2024 – on behalf of the Applicant (Hindu Temple Society).

Thank you in anticipation of your approval. Please contact this office if you have any questions.

Yours sincerely,

Casey L. Bond, P.E.
Director of Engineering
cbond@baseeng.com
(P) 610-437-0978

c.c.: HEA
HTS
Malkames Law Office

• Build your foundation on a solid BASE • 44 years of service with integrity •



December 12, 2023

Hanover Township Northampton County
3630 Jacksonville Rd.
Bethlehem, PA 18017
Attn: Beth Bucko

RE: Hanover Senior Living Development Plan Extension

Dear Beth,

Our company, Columbia Pacific Advisors, LLC on behalf of our development entity Columbia Wegman Hanover, LLC, (Developer) of Hanover Senior Living located at 4700 Bath Pike is requesting an extension be granted for the improvements deadline. We request the deadline be extended to February 28, 2024 to complete the punch list work associated with these improvements.

Respectfully,

Vicki Peditto

I Digitally signed by Vicki Peditto
DN: cn=Vicki Peditto,
o=Columbia Pacific Advisors,
c=US,
email=vicki.peditto@columbia-pacific-advisors.com

Vicki Peditto
Development Manager
Columbia Wegman Hanover, LLC by Columbia Pacific Advisors LLC, Its Manager



Hanover Engineering

252 Brodhead Road • Suite 100 • Bethlehem, PA 18017-8944
Phone: 610.691.5644 • Fax: 610.691.6968 • HanoverEng.com

December 13, 2023

Mr. John J. Finnigan Jr., Township Manager RE: Schoenersville Site, LLC – Medical Office Bldg.
Hanover Township 2201 Schoenersville Road
Northampton County Improvements Inspection and Project Status
3630 Jacksonville Road Hanover Project H19-32
Bethlehem, PA 18017-9302

Dear Jay:

We have completed a final site improvements inspection of the above-referenced project in response to an email from Mr. Joseph J. Bennett, Bennett Family Properties, LLC, dated November 21, 2023. The following final site improvements inspection punchlist items shall be satisfactorily addressed:

1. Apparently, some shrubs did not fit in the planting areas shown on the Landscaping Plan. Thirty-five (35) shrubs were planted in clusters along the northeast property line vegetated area. The site currently provides twelve (12) more shrubs than the Improvement Estimated.
2. A letter from a licensed surveyor certifying the property monuments have been set according to the approved Plan shall be provided to the Township.
3. As-built Plans shall be provided to the Township for review and approval.
4. A copy of the PennDOT Highway Occupancy Permits (HOPs) close-out shall be provided to the Township.
5. The Developer adheres to Township Policy 8 (payment of Plans and Appeals Accounts).

Any final release of security should be conditioned upon satisfactorily addressing items 2-5 above.

If you have any questions or need additional information, do not hesitate to call this office.

Respectfully,

HANOVER ENGINEERING

Brian R. Kocher, PE
Township Engineer

brk:rpg/sas

S:\Projects\Municipal\Hanover\119-32-SchoenersvilleSite,LLC\MedicalOfficeBuilding\Docs\2023-12-13-SchoenersvilleSiteLLCMOI-ImprovementsInspectionLtr.doc

cc: Hanover Township Board of Supervisors
Ms. Yvonne D. Kutz, Zoning Administrator
James L. Broughal, Esquire, Broughal & DeVito, LLP
Mr. Joseph J. Bennett, Managing Member, Schoenersville Site, LLC
Ms. Deanna Schmoeyer, PE, D & D Engineering & General Construction, LLC

DOMENIC VILLANI
930 WAFFORD LANE
BETHLEHEM, PA. 18017
610-570-8373

RE: DEWIRE ESTATES 2010-IMPROVEMENTS DEADLINE EXTENSION
(TOWNSHIP ENGINEER FILE #.: HANOVER PROJECT H10-38

BOARD of SUPERVISORS
HANOVER TWP, NORTHAMPTON COUNTY
3630 JACKSONVILLE ROAD
BETHLEHEM, PA. 18017-9302
610-866-1140

BOARD MEMBERS

I AM REQUESTING AN EXTENSION OF ONE YEAR
TO 12-31-24 FOR MY PROJECT.



THANK YOU,

Domenic Villani

OWNER

12-14-23



1727 Jonathan Street • Allentown, PA 18104
Phone: (610) 776-6700 • Fax: (610) 776-1190 • www.bencivil.com

December 14, 2023

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

RE: LVCC Phase II - Lot 12
aka Allentown Hotel, LLC
3375 High Point Boulevard
Land Development Plan
Restaurant Pad Deferral

Dear Board of Supervisors:

On behalf of Mr. Joseph Scaring, Allentown Hotel, LLC we are requesting a 5 year extension to the deferred landscaping for the "Restaurant Pad Site". The owner agrees to the 2 conditions outlined in Hanover Engineering Associates, Inc. letter dated November 7, 2011.

If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul A. Szewczak", is written over a light blue horizontal line.

Paul A. Szewczak

PAS/slc
cc: Client

Hanover

Engineering Associates Inc

November 7, 2011

Mr. John J. Pinnigan, Jr.
Township Manager
Hanover Township
Northampton County
3630 Jacksonville Road
Bethlehem, PA 18017-9302

RE: LVCC Phase II -- Lot 12
aka: Allentown Hotel, LLC
3375 High Point Boulevard
Land Development Plan
Maintenance Status
Hanover Project H05-53

Dear Jay:

Please be advised that, on November 4, 2011, we completed the review of secured improvements to determine the maintenance status as requested by Mr. Joe Scaring, Developer, via telephone on September 21, 2011, following the Township's letter of September 6, 2011.

We met with the Developer's General Manager, Mr. John Hutchison, on September 21, 2011, to review the "Punch List" from our letter dated January 19, 2011, and his concern about additional dead landscaping. On October 25, 2011, we observed the cleaning of the water quality inlets and manholes.

The Maintenance Agreement dated February 15, 2006, required the Developer to provide a Maintenance Bond (No. B-9107270) in the amount of \$30,577.00. He also provided Performance Bond (No. B-9107271), in the amount of \$9,930.00 for deferred landscaping for the "Restaurant Pad Site."

This office recommends that the Township release the Developer from his maintenance responsibilities and release the Maintenance Bond (No. B-9107270), in the amount of \$30,577.00 on, the following conditions:

1. That the Developer maintains the Performance Bond (No. B-9107271), enforce, in the amount of \$9,930.00 for deferred landscaping for the "Restaurant Pad Site."
2. That the Developer adheres to Township Policy #25 (Payment of Plans and appeals Accounts).

If you have any questions on the above matter, please contact the undersigned.

Respectfully,

HANOVER ENGINEERING ASSOCIATES, INC.


Brian R. Kocher, PE
Township Engineer

brk-phd/jlw-jlg

E:\Proj\Hanover\lvcc\H05-53-LVCC\Lot12\Hotel&Rest\Docs\MaintenanceStatus04\Phd.doc

cc: Hanover Township Board of Supervisors
James L. Broughal, Esquire
Mr. Joe Scaring, Allentown Hotel, LLC
Emil W. Kantra II, Esquire
Mr. John T. Hutchison, Mgr., Holiday Inn Express

941 Marcon Boulevard
Suite 801
Allentown, PA 18109
Main: 877 627 3772
<http://colliersengineering.com>



December 15, 2023

Kimberly Lymanstall, Township Secretary/Assistant Treasurer
Hanover Township Northampton County
3630 Jacksonville Road
Bethlehem, PA 18017

4000-4030 Airport Road – Extension Request
Northgate 1- 2-lot Subdivision, Northgate 1 Land Development, Northgate 1 Lot Consolidation Plan, and
4000-4030 Airport Road Lot Consolidation & Land Development Plan
Colliers Engineering & Design Project No. 21007876A

Dear Ms. Lymanstall,

In accordance with 25 Pa. Code §102.6(c)(2), we request a ninety (90) calendar day extension for the following items:

- Northgate 1- 2-lot Subdivision – Improvements Deadline
- Northgate 1 Land Development – MPC Deadline
- Northgate 1 Lot Consolidation Plan – Record Plans Conditions Deadline
- 4000-4030 Airport Road Lot Consol. & Land Dev. – MPC Deadline

If the extensions are granted, the deadlines would be extended to March 1, 2024.

Please let me know if you have any questions, or if you need any additional information.

Sincerely,

Colliers Engineering & Design, Inc.
(DBA Maser Consulting)

A handwritten signature in black ink, appearing to read "C. Roseberry".

C. Richard Roseberry, P.E., AICP
Senior Principal/Regional Manager



Colonial Regional Police Department

248 Brodhead Road, Suite 1

Bethlehem, Pennsylvania 18017

Phone (610) 861-4820

Fax (610) 861-4829

www.colonialregionalpd.org

James DePalma
Chief of Police

November 13, 2023

Mr. John J. Finnigan Jr.
Hanover Township Manager
3630 Jacksonville Rd.
Bethlehem, Pa. 18017

Dear Manager Finnigan:

On October 23, 2023, the Colonial Regional Police Commission adopted the 2024 budget of the Police Department in the amount of \$4,897,698 to be sent to the respective municipalities.

Following is a table of the monthly contributions for each municipality:

	Contribution	Monthly	Percent
Hanover	\$2,488,135	\$207,344.58	55.99390474%
Lower Nazareth	\$1,955,447	\$162,953.92	44.00609526%

Please contact me with any questions you may have.

Sincerely,

James DePalma
Chief of Police

**HANOVER TOWNSHIP
NORTHAMPTON COUNTY**

Resolution 23 - 35

WHEREAS, The Township of Hanover assesses and collects various fees and charges that are either provided for in the Municipalities Planning Code, Second Class Township Code, Codified Ordinances of the Township of Hanover, or passed by Resolution of the Board of Supervisors; and

WHEREAS, the Township of Hanover Board of Supervisors, in keeping with good practices, periodically reviews the schedule of fees and makes appropriate revisions.

NOW, THEREFORE, BE IT RESOLVED, let it be resolved and enacted that the schedule of fees are established as contained herein and that this Resolution shall establish the schedule of fees for Hanover Township effective January 1, 2024 attached and incorporated hereto as "Exhibit A" as the official Fee Schedule for the Township of Hanover.

That any resolution, or part of resolution, inconsistent herewith and the same be and is hereby repealed.

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 19th day of December 2023.

ATTEST

**BOARD OF SUPERVISORS
Hanover Township,
Northampton County**

By: _____
Kimberly R. Lymanstall, Secretary
Board of Supervisors

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

HANOVER TOWNSHIP FEE SCHEDULE

Effective January 1, 2024

Description	Fee
Assessed fee per the Commonwealth of Pennsylvania (subject to change without notice)	4.50 per each UCC Permit
Plan Review Fee Deposit (Residential)	85.00
Plan Review Fee Deposit (Non-Residential) non-refundable	600.00 complete submission 200.00 each subsequent individual submission
Building Permit* New structures/dwellings, additions including sunrooms, patio enclosures, finished basements, interior and exterior alterations, structures, decks, including accessory building, and garages	
RESIDENTIAL - New dwellings	0.25 per sq ft
• Interior/Exterior Renovations, Repairs Alterations (Structural Alteration with no additional area added)	200.00 first 500 sq ft, Plus 0.25 each additional sq ft
Decks, Patios (with frost footers)	300.00
Decks, Patios with Roof	375.00
Enclosed Additions – Conditioned Spaces	600.00
COMMERCIAL and NON-RESIDENTIAL NEW STRUCTURES	1200.00 first 10,000 sq ft 0.40 each additional sq ft
• Additions interior and exterior alterations, including tenant fit-outs	350.00 up to \$4,999.00 of cost plus 23.00 each additional \$1,000
Demolition Permit & Underground Storage Tank Removal	100.00
Cell Towers	500.00
Mechanical, Electrical, Sprinkler, Hood & Suppression and Alarm Permits (Non-Residential Based on cost of construction per subcode or discipline)	
• Residential –	125.00 ea
• Residential - for New Construction or Additions (Electrical)	225.00
• Up to \$3,499.99	125.00
• \$3,500.00 to up to \$4999.99	155.00
• \$5,000.00 to \$7,499.99	200.00
• \$7,500 to 10,000	225.00
• Over \$10,000	225.00 plus \$15.00 per \$1,000.00
Alarm Registration (required for new or existing or when transferred)	20.00
Plumbing Permit*	
Residential: Alterations or Repairs	125.00
New Buildings and Additions	325.00
Non-Residential – Interior alteration plus fixtures & cleanouts	500.00
New Building Construction and Building Additions plus fixtures	3000.00
Building Additions	1500.00
Master Plumber s License	50.00
Use & Occupancy Permit – Certificate of Occupancy	
New Construction; Alterations; Renovations (all uses)	30.00
Residential Resale and Inspection	150.00 75.00 each reinspection
Residential Rental Property – Registration and Inspection	150.00 per unit (one inspection) 75.00 each reinspection
Residential (Re-Inspection Fee – all permit types)	75.00 per unit
Commercial – Resale	200.00 first 1000 sf or less single visit 35.00 for each additional 1-500 sq ft 500.00 Maximum fee initial visit 175.00 Reinspection
Commercial Change of Use/Change of Occupancy (Zoning Approval Required)	200.00
Commercial Re-inspection, all non residential permit types	175.00 - Commercial

Swimming Pool and Spa Permit	
Above-ground – (new or re-installed, including inflatable pools) includes electrical	400.00
In-ground – Grading Plan Required (includes electrical) separate and fence permit required)	575.00
Hot Tub or Spa, Sauna (separate electrical permit required)	400.00
Yard Sale Permit – One sign permitted on the premises	No Charge
Zoning Permit	
Residential – Fences, Sheds, Re-roof, Replacement Windows, siding, etc.	90.00
Alarm Registration (required for new or existing or when transferred)	20.00
Curb and Sidewalk - Residential	65.00
Curb cut and sidewalk – Commercial, Non-Residential	150.00
Driveway - Residential (New, replace or enlargement)	40.00
Driveway – Commercial	150.00
Earth Moving Permit	350.00
Fence – Commercial	200.00
Home Occupation	40.00
Patio without a footer	90.00
Solicitation	50.00
Temporary Storage Unit	35.00
Signs	
Banner Sign, Temporary Sign or Reface Sign	\$75.00 per sign
Pylon Sign & Monument Sign	150.00 (30 sq. ft.) plus 0.30 each additional sq. ft.
Wall Mounted Sign	150.00 (up to 16 sq ft) plus .30 each additional sq. ft
Special Permits	
Conditional Use	800.00
Zoning Appeal (applicant responsible for costs exceeding base fee)	600.00 – Residential 1,000.00 – Commercial, Non-Residential
Continuance Request – Applicant	175.00
UCC Building Code Appeal (applicant responsible for costs exceeding base fee)	600.00 – Residential 1,000.00 – Non-Residential
Miscellaneous	
Copies, Black and White	0.25 per copy
Copies, Plans and Blue Prints	7.50 each
Compost Center Cards	15.00
Dog Violations	\$20.00 pickup charge, 20.00 per housing
Recycling Barrel	25.00
Recycling – Lid only	10.00
Sewer Certification	25.00
Trash Certification	25.00
Postage & Shipping	Actual cost per USPS or other carriers
Hold Harmless Indemnification Agreement (Owner is responsible for all costs over and above the minimum fee)	200.00 minimum charge
Official Township Map	10.00 each
No-Knock Registration	20.00 per address
Zoning Map	10.00 each
All other Maps	7.50 each
Comprehensive Plan	25.00
S.A.L.D.O.	25.00
Zoning Ordinance	25.00
Liquor License Transfer (Applicant is responsible for all related costs over and above the minimum deposit fee)	2,000.00 (Deposit)
Escrow Deposits	7,500.00 (Deposit)
Zoning Verification Request Letters.	35.00 per hour + copy costs
Vacant Property Registration (Annual Fee)	150.00

SUBDIVISION AND LAND DEVELOPMENT PLAN APPLICATION – FEE SCHEDULE

Submission Type

PRELIMINARY PLAN or FINAL PLAN or PRELIMINARY FINAL PLAN

Original Submission

RESIDENTIAL

1 - 5 Lots	825.00 per Lot
6 - 20 Lots	330.00 per Lot
21 Lots or More	275.00 per Lot
Units (i.e. apts./condo)	40.00 per Unit

NON-RESIDENTIAL

1 Lot	1, 650.00 Lot
2-5 Lots	1,100.00 per Lot
6-20 Lots	935.00 per Lot
21 Lots or More	880.00 per Lot

Each Revision – 50% of Original Submission Fee

LOT LOCATION PLAN

Original Submission	200.00
Each Revision	110.00

SKETCH PLAN

220.00

Additionally, the Applicant/Developer shall reimburse the Township for expenses incurred as a result of the plan review

**HANOVER TOWNSHIP
NORTHAMPTON COUNTY**

Resolution 23 - 36

A RESOLUTION of the Township of the Township of Hanover, County of Northampton, Commonwealth of Pennsylvania, appropriating specific sums estimated to be required for the specific purposes of the municipal government, hereinafter set forth, during the year **2024**.

BE IT RESOLVED AND ENACTED, and it is hereby resolved and enacted by the Board of Township Supervisors of the Township of Hanover, County of Northampton, and Commonwealth of Pennsylvania:

Section 1. That for the expenditures and expenses of the fiscal year 2024 the following amounts are hereby appropriated from the fund equities, revenues, and other financing sources available for the year 2024 for the specific purposes set forth on the following pages.

Section 2. That any Resolution conflicting with this Resolution be and the same is hereby repealed insofar as the same affects this Resolution.

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 19th day of **December 2023**.

**HANOVER TOWNSHIP,
NORTHAMPTON COUNTY, PA**

ATTEST:

Kimberly R. Lymanstall, Secretary

John N. Diacogiannis, Chairman

HANOVER TOWNSHIP
NORTHAMPTON COUNTY

Resolution 23 - 37

TAX LEVY RESOLUTION

SECOND CLASS TOWNSHIP

A RESOLUTION OF THE Township of HANOVER, County of Northampton, Commonwealth of Pennsylvania, fixing the tax rates for the year 2024.

BE IT RESOLVED AND ENACTED, and it is hereby resolved and enacted by the Board of Township Supervisors of the Township of Hanover, County of Northampton, Commonwealth of Pennsylvania:

That a tax be and the same is hereby levied on all real property and within the said Municipality subject to taxation for the fiscal year 2024 as follows:

Tax rate for general purposes, the sum of 3.40 mills on each dollar of assessed valuation or the sum of 34.0 cents on each one hundred dollars of assessed valuation.

Tax rate for fire tax purposes, the sum of 0.05 mills on each dollar of assessed valuation or the sum of 5.0 cents on each one hundred dollars of assessed valuation.

The same being summarized in tabular form as follows:

	Mills on Each Dollar of Assessed Valuation	Cents on Each One Hundred Dollars of Assessed Valuation
Tax Rate for General Purposes	<u>3.40</u> Mills	<u>34.0</u> Cents
Tax Rate for Fire Tax Purposes	<u>0.50</u> Mills	<u>5.0</u> Cents
TOTAL	<u>3.90</u> Mills	<u>39.0</u> Cents

That any resolution, or part of resolution, conflicting with this resolution be and the same is hereby repealed insofar as the same affects this resolution.

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 19th day of December 2023.

HANOVER TOWNSHIP,
NORTHAMPTON COUNTY, PA

ATTEST:

Kimberly R. Lymanstall, Secretary

John N. Diacogiannis, Chairman

**HANOVER TOWNSHIP
NORTHAMPTON COUNTY**

Resolution 23 - 38

A RESOLUTION OF THE Township of Hanover, County of Northampton, Commonwealth of Pennsylvania, fixing the tax rate for the year 2024.

BE IT RESOLVED AND ENACTED, and it is hereby resolved and enacted by the Board of Township Supervisors of the Township of Hanover, County of Northampton, Commonwealth of Pennsylvania, that a tax be and the same is hereby levied on all property transfers and occupation tax within said municipality subject to taxation for the Fiscal Year 2024 as follows:

REAL ESTATE TRANSFER TAX	1%
EARNED INCOME TAX	1%
LOCAL SERVICES TAX	\$52.00
MERCANTILE TAX	
PERFORMANCE OF SERVICES	1 ½ MILLS
WHOLESALE SALES OF MERCHANDISE	1 MILL
RETAIL SALE OF MERCHANDISE	1 ½ MILLS

The latter three taxes to be shared with the Bethlehem Area School District in such proportions as prescribed by law.

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 19th day of December 2023.

**HANOVER TOWNSHIP,
NORTHAMPTON COUNTY, PA**

ATTEST:

Kimberly R. Lymanstall, Secretary

John N. Diacogiannis, Chairman



SALES ORDER CONFIRMATION

SR Business Systems
370 Boston Post Road, Orange, CT 06477
Phone 203-891-8230 Fax 203-891-8235

DATE: OCTOBER 31, 2023

TO Hanover Township, Northampton County
3630 Jacksonville Rd.
Bethlehem, PA 18017

SHIP Same
TO

SALESPERSON	JOB	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE	TERMS	DUE DATE
Dean/Matey	Quote - HANTWP103023			Within 30 days	60 Month	Quote good for 30 days

QTY	DESCRIPTION	ITEM#	UNIT PRICE	LINE TOTAL
	DocStar ECM Hosted Subscription Including:			
2	• DocStar Concurrent licenses			
2	• Advanced Workflow Modules			
2	• Forms Modules			
	• 40 hours – professional services (SOW will be defined in the client pre-implementation meeting)			*\$7,000
	• 1 st Year up-Front annual DocStar subscription			**\$5,124.60/Year

*Client will be billed 50% of the total amount net30. The remainder of the project will be billed when the project is completed and a delivery acceptance document is signed by the client.

**Billed when your hosted site is ordered.

THANK YOU FOR YOUR BUSINESS!

THE PURCHASER GRANTS SELLER A PURCHASE MONEY SECURITY INTEREST IN THE EQUIPMENT DESCRIBED ABOVE TO SECURE PAYMENT AND PERFORMANCE BY PURCHASER OR ITS OBLIGATIONS TO SELLER AND PURCHASER AGREES TO SIGN A FINANCING STATEMENT IF SO REQUESTED BY SELLER. IN THE EVENT OF DEFAULT IN PAYMENT OF IF THE EQUIPMENT IS TRANSFERRED WITHOUT THE CONSENT OF THE SELLER, THEN SELLER SHALL HAVE THE RIGHT, IN ADDITION TO AND NOT IN LIMITATION OF ITS OTHER RIGHTS UNDER LAW, TO RECOVER AND TAKE POSSESSION OF SAID EQUIPMENT WITH OUT THE CONSENT OF PURCHASER. SELLER SHALL BE ENTITLED TO REASONABLE ATTORNEY'S FEES AND COSTS AND A LATE CHARGE OF 1% PER MONTH WILL BE IMPOSED ON ALL OVERDUE PAYMENT

ACCEPTED BY _____ DATE _____

DocStar ECM SOFTWARE SUBSCRIPTION CHANGE ORDER FORM

DocStar®

DocStar
a division of Epicor Software Corporation
Las Cimas II
607 Las Cimas Parkway, Suite 400
Austin, Texas 78746
Phone: (512) 328-2300
www.docstar.com

DocStar Business Partner Info:
SR Business Systems
0
0
0
0

PO#: _____

Site Administrator Information:	
Name:	_____
email:	_____
Phone:	_____

SUBSCRIPTION TERM: 60 Months
PAYMENT OPTION: Annually

End User Customer Billing Contact Information

Hanover Township, Northampton County
3530 Jacksonville Rd.
Behlsham, PA 18017
Yvonne Kulz
BCO - Zoning
ykulz@hanoverhwp-nj.org
Office: 610-858-1140 ext. 226
www.hanoverhwp-nj.org

Proposal Date: October 30, 2023
Valid Through: November 30, 2023
Sales Contact Name: James Maloy
Sales Contact Phone #: 203-891-8230
Sales Contact email Address: jmaloy@srimging.net

DocStar® Enterprise Content Management and Process Automation Software Subscription

DocStar ECM Software Description	License Type	Qty	Monthly Per User Fee	Monthly Subscription Fee
DocStar ECM Concurrent User Subscriptions	Per Concurrent User	2	\$ 99.00	\$ 198.00
Workflow Module *	Per User	2	\$ 49.00	\$ 98.00
Forms Module w/Unlimited Submissions *	Per User	2	\$ 39.00	\$ 78.00
Additional Storage	per GB	201	\$ 0.60	\$ 100.60
Monthly Subscription Fee Total				\$ 474.60

Professional Services and Training ***

Item Description	Unit of Measure	Qty	Unit Price	Extended Total
				\$ 474.60
GRAND TOTAL (All Amounts in USD)				\$ 474.60

Terms & Conditions

Order Summary	
Total Annual Subscription Fees	\$ 5,694.00
Less: Multi-Year Commitment Discount	\$ (569.40)
Professional Services and Training	\$ -
Total	\$ 5,124.60
Total Due Upon Agreement Signing	\$ -
Annual Subscription Amount	\$ 5,124.60
Monthly Subscription Amount	\$ 427.05

** The number of per user Module Users must equal the total number of Named and Concurrent User Subscriptions.

*** Professional services and training will be provided remotely, unless otherwise agreed by the parties. If professional services are requested on-site, additional fees may apply and travel and expenses will be billed separately. Services to be performed may be more fully described in a Statement of Work.

1. The pricing and terms of this subscription order form are valid only if signed and submitted by the "Valid Through" date above. Once submitted, this Order is noncancelable.

2. Payment terms are as follows:

- The Software Subscription Fees for the first annual period (the first 12 months of your subscription) are due within thirty (30) days from the date of our invoice.

- The Professional Services, as applicable, will be billed as performed due within thirty (30) days from the date of our invoice.

3. Customer will be invoiced annually in advance for subscription fees payable for the Service based on the number of users and modules subscribed and for the use of any additional storage. If Customer subscribes to additional users, modules and/or incurs additional storage costs during an annual term, then Customer will be invoiced for the fees payable therefore for the duration of such contract year.

4. The DocStar Authorized Business Partner detailed on this Subscription Order shall be responsible for providing first-line support services to Customer.

Business Partner Name: SR Business Systems

Replacement Subscription Order Form to be contemporaneous with existing subscription term of:

December 1, 2023

to

December 1, 2028

SUBSCRIPTION ORDER SIGNED AND ACCEPTED (Please email to salesadmin@docstar.com)

By signing below, Customer agrees to purchase a software subscription for the DocStar ECM Software based on a firm commitment for the subscription term length described above, pursuant to the terms and conditions set forth in the Epicor Master Customer Agreement and Supplements (the "Agreement") applicable to the Service in effect from time to time available at <https://www.epicor.com/en-us/company/customer-agreements/> or otherwise provided to you. Additional Users and modules may be added by submitting an amended Software Subscription Change Order Form. All subscription fees and professional services fees are non-refundable. Should Customer wish to cancel their subscription, any unpaid subscription fees for the remaining period of the commitment term shall become immediately due. Customer understands and agrees that all payments are to be pre-paid and that the subscription is subject to termination for non-payment. Notwithstanding anything to the contrary in the Agreement, Epicor will not increase Customer's subscription-based annual fees licensed under this Order for the first twelve (12) months of the SaaS Subscription Term (the "Order Term"). For the remaining Order Term, Epicor may increase Customer's subscription-based annual fees by an amount that does not exceed 8% per annum. All applicable payments due to Epicor should be submitted to: Epicor Software Corporation at P.O. Box 204768, Dallas, TX 75320-4768.

Signature:	_____	TITLE:	_____
Print Name:	_____	DATE:	_____

EPICOR

DocStar®

DocStar

Enterprise Content Management



Executive Budget Proposal

Hanover Township

Yvonne Kutz
Zoning and Code Enforcement Officer

Quote #HANTWP103023



Prepared By: David Dean/Jim Matey

ddean@sr imaging.net

jmatey@sr imaging.net

800-708-7833

Date: October 30, 2023

Dear Yvonne,

We would like to take this opportunity to thank you for recently joining us to learn more about how SR Business Systems is assisting previous DocStar legacy 3.x customers to the new state-of-the-art DocStar ECM platform and how this will benefit Hanover Township.

Current Situation:

Hanover Township has used DocStar in the past and would like to consider implementing the DocStar ECM hosted solution.

Hanover Township would be fully implemented and trained on the new DocStar ECM platform and would have a desire to migrate key Zoning records from their current document management systems to DocStar ECM.

Recommendations:

Based on our meetings and discussions with key personnel, SR Business Systems is recommending the implementation of DocStar ECM hosted solution including the following:

- Professional services to properly build out the storage, indexing and workflow of Zoning document classifications aligned with Hanover Township guidelines.
- Work with Zoning staff to set-up Forms and other workflow based on specific requirements
- Provide the professional services to migrate records and indexing from existing document management systems
- Provide overall and specific training to key staff reviewing the new DocStar ECM platform
- All implementation tasks will be reviewed and approved in a Statement of Work (SOW) prior to implementation and aligned with Hanover Township's goals.

Additional Benefits:

- As a previous DocStar client, you are extended promotional pricing and discounts not given to net-new prospects. This promotion may or may not be extended into the future.
- The latest technology allows for significant improvements in the base offerings in the DocStar 3.x platform (as was detailed in the recent product demonstration)
- Using SR Business Systems give your company a leading DocStar sales and support partner as a premier DocStar reseller for over 30 years
- SR Business Systems will be your 1st level of support moving forward for your new DocStar ECM system and will be the reseller of record for your company. You will still have access to contact Epicor/DocStar directly if needed. You will benefit with this relationship as your needs change and you grow out your system with future capabilities.

We appreciate the opportunity to form a long-term business partnership with Hanover Township based on aligned strategy, consultation of best practices in DocStar and excellent customer service and response to our DocStar client-base.

Quote #HANTWP103023

DocStar ECM Hosted Solution:

Qty	DocStar ECM Document Management	
2	DocStar ECM Concurrent User Licenses	
2	Advanced Workflow Module	
2	Forms Module with Unlimited Submissions	
1	201 GB Storage	
	Professional Services - 5 days professional services (final Statement of Work will be provided to the client detailing our aligned goals and objectives)	*\$7000
Subscription Option		Your Cost
60 Month Subscription Term		**\$427.05/Mo.

**One-time up-front cost. Client will receive a sales order for 50% of the professional services cost upon approval. The remaining 50% of the project will be billed upon signature of a delivery and acceptance form at project completion.*

***There is no annual software in this model. It is included in the cost of your subscription. DocStar hosted clients will see an annual increase (based on Epicor/DocStar – not SR Business Systems) of approximately 7% annually.*

Most clients see the benefit of the DocStar ECM hosted model as a turn-key solution avoiding the need to provision a minimum requirements server, provide their own back-up and security (anti-spyware) and do their own system updates or hire SR Business Systems reasonable costs for build upgrades.



5420 Crackersport Road, Allentown, PA 18104

610.398.0904 610.481.9098

barryisett.com

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (hereinafter referred to as the "Agreement") is made this 19 day of December 2023, between Barry Isett & Associates, Inc. (hereinafter referred to as "Isett"), whose regional business address is 5420 Crackersport Road, Allentown, PA 18104 and Hanover Township, Northampton County (hereinafter referred to as the "Client") whose principal business address is 3630 Jacksonville Road, Bethlehem, PA 18017.

WHEREAS, the Client wishes to retain Isett to perform the services referenced herein.

NOW THEREFORE, the parties to this agreement agree as follows:

1. Services Provided

Isett agrees and will provide the following services in accordance with the terms and conditions of this agreement (collectively, "Services").

- a. PA UCC Services
- b. Property Maintenance_Services
- c. Zoning Services
- d. Life Safety Services

2. Cost of Services

Isett will assess fees in accordance with the attached fee schedule (Attachment A). Isett will provide a monthly invoice to the Client identifying the Services performed during the previous thirty (30) days from the date of the invoice, and the Client shall remit to Isett at Isett's address identified herein a check made Payable to "Barry Isett & Associates, Inc." in a sum equal to the invoice amount; said payment from the Client to Isett shall be due by the Client to Isett no more than forty five (45) days from the date the Client receives the invoice from Isett. The Client shall not reimburse Isett for any travel-related time or expenses (mileage, meals, tolls) in connection with Isett's performance of Services. All fees are subject to annual re-evaluation at the end of each calendar year.

3. Service Standards

Isett shall provide the Services outlined herein to the best of its ability and in accordance with the Pennsylvania Uniform Construction Code, the Municipalities Planning Code and Hanover Township Ordinances, and with generally accepted practices in the industry.

4. Termination

Either party may terminate this Agreement by providing the other with sixty (60) days written notice of their intent to terminate this Agreement. This agreement shall terminate

and be of no force and effect on the Sixtieth (60th) day from which the Notice of Termination was received by the other party.

5. Notices

Any notices required to be given under this Agreement shall be mailed by First Class Mail, Return Receipt Requested, or by overnight courier (FedEx or USPS to the following addresses):

As to Isett:

Barry Isett & Associates, Inc.
5420 Crackersport Road
Allentown, PA 18104

As to Client:

Hanover Township
3630 Jacksonville Road
Bethlehem, PA 18017

6. Communications

Other than notices covered by Section 5, all communications between Isett and Client shall be between the following designated points of contact:

As to Isett POC:

Greg Kurtz, BCO
Operations Manager
gkurtz@barryisett.com
570-436-1354

As to Client POC:

Tracy Luisser
Zoning/Code Enforcement Officer
tluisser@hanovertwp-nc.org
610-866-1140

All work assignments for Isett will be communicated to Isett by Client POC. All reports invoices, and other communications from Isett will be directed to the Client POC.

7. Dispute Resolution

In the event there is a perceived breach of this Agreement or there is a dispute or other controversy arising out of or relating to the provision of Service in accordance with this Agreement, the parties hereto agree to exercise their best efforts to resolve the dispute or controversy as soon as possible, if the dispute or controversy cannot be resolved to the satisfaction of both parties, either party has the right to exercise all remedies available in law and equity. Any legal action to enforce the terms of this Professional Services Agreement shall be brought in the Court of Common Pleas of Northampton County.

8. Indemnification

The parties hereto agree and acknowledge that nothing contained herein shall be construed as or constitute a waiver of any immunity or indemnification afforded the Client or Isett under the Pennsylvania Tort Claims Act, 42 Pa.C.S. § 8501, et seq., its successor statute or any other Federal, State Law or recognized case law within the Commonwealth of Pennsylvania, as may be amended from time to time. Further, Isett does hereby agree to indemnify, defend, release and hold the Client and its officers, directors, employees, and representatives, harmless from and against any and all

claims, liabilities, losses, damages costs and expenses, including reasonable attorneys' fees and court costs, arising from claims by third parties, but only to the extent they are caused by negligent acts or omissions of Isett, its employees and its consultants in the performance of or professional services under this Agreement. Claims payment shall be in the form of reimbursement after a legal determination of fault and shall be subject to payment in full for all services.

9. Insurance

Isett shall maintain all insurance required by the Commonwealth of Pennsylvania to act as a Third-Party Agency as defined under the Pennsylvania Uniform Construction Code as may be amended from time to time. The insurance policy shall name the Client as an additional insured in order to indemnify and hold the Client harmless from, and against, any and all claims for injuries and damages to persons or property arising from Isett's services. Isett shall provide copies of its Insurance Certificates to the Client after the effective date of this Agreement.

10. Certification

All employees of Isett that provide services to the Client pursuant to the terms of this Agreement shall hold and maintain all applicable certifications issued by the Department of Labor and Industry for the Commonwealth of Pennsylvania to serve as a Construction Code Official/Building Code Official pursuant to the Pennsylvania Uniform Construction Code, as may be amended from time to time, or other recognized certifications for the services provided. The costs and expenses of Isett to hold and maintain all applicable Certifications shall be borne solely by Isett.

11. Assignment

No party may assign its right or obligations under this Agreement without the prior written consent of the other party.

12. Successors and Assigns

This Agreement shall be binding upon the parties permitted successors and assigns.

13. Entire Contract

This Agreement contains the entire Agreement of the parties and there are no other promises or conditions in any other Agreement, whether oral or written. This Agreement superseded any prior written or oral Agreements between the parties.

14. Amendment

This Agreement may be modified, amended, or extended if amendments are made in writing, in accordance with Section 5, and are signed by both parties.

15. Severability

If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If the court finds that any provision of this agreement is invalid or unenforceable it is hereby declared that this Agreement shall be amended to eliminate such invalid or unenforceable provisions.

16. Effective Date

This Agreement shall be effective as of _____.
(date)

17. Waiver of Contractual Right

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce or compel strict compliance with every provision of this Agreement.

18. Applicable Law

The laws of the Commonwealth of Pennsylvania shall govern this Agreement and their relationship between the parties.

19. Counterparts and Execution

This Agreement may be signed in any number of counterparts which, when taken together, shall constitute one and the same document. The parties further agree that any facsimile or electronic signature shall be as effective as an original signature, and all be equally binding as though delivered directly by hand to each other.

20. Warranty of Signatory

Each of the signatories to this Agreement represents and warrants that he has the authority to enter into this Agreement on behalf of the party on whose behalf he is executing this Agreement.

IN WITNESS WHEREOF, the parties hereto intending to be legally bound, have executed this Agreement the day and year indicated below

(date)

BARRY ISETT & ASSOCIATES, INC.

HANOVER TOWNSHIP

Barry Isett & Associates, Inc.

Hanover Township

Name: Kathryn Forry

Name: _____

Title: Department Head Code Services

Title: _____

Date: _____

Date: _____

Municipal Agreement

This agreement made this 19th day of December 2023 by and between KEYCODES INSPECTION AGENCY/KEYSTONE ELECTRICAL INSPECTORS, INCORPORATED (Keycodes), a Pennsylvania corporation, and Hanover Township, Northampton County (Municipality), a Pennsylvania municipality.

Whereas, Municipality is in need of building code and enforcement, property maintenance and resale inspection services; and

Whereas, Keycodes is licensed and certified by the State of Pennsylvania to provide building code enforcement services and is qualified to perform property maintenance and resale inspections.

Now, therefore, the parties hereto, intending to be legally bound, do hereby agree as follows:

1 – Keycodes will provide the services listed above for the Municipality pursuant to the fee schedule as set forth on Exhibit “A” which is attached hereto and made a part hereof.

2 – The term of this Agreement shall be one (1) year. This Agreement shall renew automatically for another one (1) year term unless terminated by either party not less than thirty (30) days before the end of the then-current term.

3 – The scope of services to be performed by Keycodes (services) shall include, but not be limited to the following:

(a) Keycodes shall provide State Certified plan review and inspection services in the areas of plumbing, building, accessibility, electrical, mechanical, energy, fire and plan review for both commercial and residential. Keycodes will also provide qualified inspectors to perform property maintenance and resale inspections.

(b) The Municipality will compensate Keycodes according to the approved fee schedule.

(c) Keycodes' reviews shall be performed in compliance with the requirements of the

Pennsylvania Uniform Construction Code and all applicable local, state, and federal laws, regulations, and ordinances.

4 – Keycodes shall maintain all insurances as mandated by the Pennsylvania Department of Labor and Industry for Certified Third-Party Inspection Agencies.

5 – Keycodes shall indemnify and hold harmless the Municipality and its agents, officers, commissioners, and employees harmless and shall defend against any claims, suits, losses, damages, costs, and expenses (including reasonable attorney's fees) of any kind for claims relating to the negligence or willful misconduct of Keycodes in the performance of Services.

7 – Keycodes is an independent contractor performing services for the Municipality; however, Keycodes shall be deemed an agent of the Municipality when it is performing services for the Municipality under this Agreement.

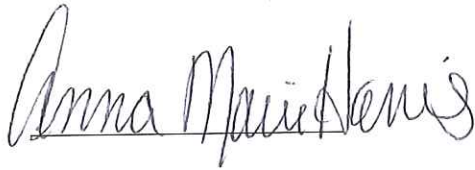
8 – Keycodes' invoices shall be due thirty (30) days after receipt.

9 – Keycodes will return a "municipal copy" of all building plans to the municipality with each approved plan review. The municipality shall be responsible for storage of these documents in compliance with the Pennsylvania Uniform Construction Code and any other requirements by law.

10 – This Agreement shall be governed by and construed for all purposes in accordance with the laws of the Commonwealth of Pennsylvania, without giving effect to the choice of laws principles thereof. All actions to enforce this Agreement, or for breach of this Agreement, shall be brought in the Northampton County Court of Common Pleas and the parties hereby consent to jurisdiction and venue in Northampton County, PA for all matters relating to this agreement. In the event that any action is ordered by a Judge to be removed to Federal Court, the

Parties hereby consent to venue being proper in the Eastern District of PA; specifically, in the Federal Courts located in either Allentown or Easton, PA.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year written above.



ATTEST:

Kimberly R. Lymanstall, Secretary

KEYCODES INSPECTION AGENCY

By: 

David I. Shields, President

HANOVER TOWNSHIP,
NORTHAMPTON COUNTY

By: _____

John N. Diacogiannis,
Chairman, Board of Supervisors

December 1, 2023

Beth Bucko
Township Treasurer
Hanover Township Northampton County
3630 Jacksonville Rd
Bethlehem, PA 18017

Dear Beth,

This letter is an official notice of my resignation as Office Support Associate at Hanover Township Northampton County. My last day will be January 12th, 2024. I have greatly appreciated my time at Hanover Township Northampton County but have decided to return to school and will be unable to dedicate myself to both Kutztown University and my work here.

Thank you for providing me with knowledge about accounts receivable as well as how a Township functions. I will always be appreciative of the lessons I learned here and the professional relationships I made.

Before I leave, I plan to ease the transition by getting waste & recycling bills as ready as possible. Please let me know if I can assist by training my replacement or preparing any additional materials. I have the utmost respect for our team and hope to make my departure as easy as possible for everyone involved.

Best,

A handwritten signature in cursive script that reads "Sierra Franco".

Sierra Franco

HANOVER TOWNSHIP
NORTHAMPTON COUNTY

PROCLAMATION NO. 2023 – 9

A PROCLAMATION HONORING THE HONORABLE BARRY CHECK

WHEREAS, Barry Check has served the residents, business community and visitors of Hanover Township as a member of the Board of Supervisors from November 8, 2022 through January 2, 2024; and

WHEREAS, Mr. Check assisted the Township through its maturation; and

WHEREAS, Mr. Check has had a hand in updating and maintaining the Township's Comprehensive Plan; Transportation Capital Improvement Plan; Land Use Assumption Report, and has dramatically improved the Quality of Life for all who call Hanover home; and

WHEREAS, Mr. Check also served as a member of the Township Planning Commission from 2009 – 2022 and served as its Chairman from 2019-2022 and

WHEREAS, because of Mr. Check's commitment and dedication, Hanover Township has been and continues to be the premier Place to Live, Work and Play in the Lehigh Valley.

NOW, THEREFORE, BE IT AND IT IS HEREBY PROCLAIMED, by the Board of Supervisors of Township of Hanover, County of Northampton, and the Commonwealth of Pennsylvania:

That Barry Check is applauded and recognized for his efforts in making, assisting, and keeping Hanover Township the premier Township to Live, Work and Play in the entire Lehigh Valley. The Board of Supervisors proclaims the week of January 15, 2024 as Barry Check Week in Hanover Township.

APPROVED and adopted this 19th day of December 2023.

ATTEST:

HANOVER TOWNSHIP, NORTHAMPTON
COUNTY, PENNSYLVANIA

KIMBERLY R. LYMANSTALL, Secretary –
Board of Supervisors

JOHN N. DIACOGIANNIS, Chairman – Board of
Supervisors

HANOVER TOWNSHIP
NORTHAMPTON COUNTY

PROCLAMATION NO. 2023 – 10

A PROCLAMATION HONORING THE HONORABLE JOHN D. NAGLE

WHEREAS, John D. Nagle has served the residents, business community and visitors of Hanover Township as a member of the Board of Supervisors from January 3, 2006 through January 2, 2024; and

WHEREAS, Mr. Nagle assisted the Township through its maturation; and

WHEREAS, Mr. Nagle has had a hand in updating and maintaining the Township's Comprehensive Plan; Transportation Capital Improvement Plan; Land Use Assumption Report, and has dramatically improved the Quality of Life for all who call Hanover home; and

WHEREAS, Mr. Nagle has served as the Chairman -2022 and Vice Chairman - 2023 of the Board of Supervisors, served as an alternate on the Colonial Regional Police Commission from 2016-2023, and member of the Northampton County Association of Township Officials; and

WHEREAS, because of Mr. Nagle's commitment and dedication, Hanover Township has been and continues to be the premier Place to Live, Work and Play in the Lehigh Valley.

NOW, THEREFORE, BE IT AND IT IS HEREBY PROCLAIMED, by the Board of Supervisors of Township of Hanover, County of Northampton, and the Commonwealth of Pennsylvania:

That John D. Nagle is applauded and recognized for his efforts in making, assisting and keeping Hanover Township the premier Township to Live, Work and Play in the entire Lehigh Valley. The Board of Supervisors proclaims the week of January 8, 2024, as Jack Nagle Week in Hanover Township.

APPROVED and adopted this 19th day of December 2023.

ATTEST:

HANOVER TOWNSHIP, NORTHAMPTON
COUNTY, PENNSYLVANIA

KIMBERLY R. LYMANSTALL, Secretary –
Board of Supervisors

JOHN N. DIACOBIANNIS, Chairman – Board of
Supervisors

HANOVER TOWNSHIP
NORTHAMPTON COUNTY

PROCLAMATION NO. 2023 – 11

A PROCLAMATION HONORING YVONNE D. KUTZ

WHEREAS, Yvonne served the residents, business community and visitors of Hanover Township from June 1, 2005, through January 15, 2024; and

WHEREAS, Mrs. Kutz assisted the Township through its significant growth and maturation; and

WHEREAS, Mrs. Kutz began her career at Hanover Township in 2005 as Zoning Officer and subsequently served as the Township's Building Code Official and Code Enforcement Officer; and

WHEREAS, Mrs. Kutz has ensured the public health welfare and safety of the Township resident and business community enforcing the Township Ordinances as well as the International Building Code; and

WHEREAS, Mrs. Kutz also assisted at numerous Township functions and events as a volunteer going above and beyond the Call of Duty; and

WHEREAS, Mrs. Kutz consistently goes above and beyond to serve Hanover's citizens. She is well connected with the members of our community and has earned the well-served trust and respect of the citizens; and

WHEREAS, because of Mrs. Kutz's commitment, passion and dedication, Hanover Township has been and continues to be the premier Place to Live, Work, and Play in the Lehigh Valley.

NOW, THEREFORE, BE IT AND IT IS HEREBY PROCLAIMED, by the Board of Supervisors of Township of Hanover, County of Northampton, and the Commonwealth of Pennsylvania:

That Yvonne D. Kutz is applauded and recognized for her efforts in making, assisting and keeping Hanover Township the premier Township to Live, Work, and Play in the entire Lehigh Valley. The Board of Supervisors proclaims the week of January 22, 2024, as Yvonne D. Kutz Week in Hanover Township.

APPROVED and adopted this 19th day of December 2023.

ATTEST:

HANOVER TOWNSHIP, NORTHAMPTON
COUNTY, PENNSYLVANIA

KIMBERLY R. LYMANSTALL, Secretary –
Board of Supervisors

JOHN N. DIACOBIANNIS, Chairman – Board of
Supervisors

HANOVER TOWNSHIP
NORTHAMPTON COUNTY

PROCLAMATION NO. 2023 – 12

A PROCLAMATION HONORING JOHN J. FINNIGAN, JR.

WHEREAS, Jay has served the residents, business community and visitors of Hanover Township from October 1997 through January 2, 2024; and

WHEREAS, Mr. Finnigan assisted the Township through its significant growth and maturation; and

WHEREAS, Mr. Finnigan has had a hand in updating and maintaining the Township's Comprehensive Plan; Parks, Recreation & Open Space Plan; Transportation Capital Improvement Plan; Land Use Assumption Report; Roadway Sufficiency Analysis, and has dramatically improved the Quality of Life for all who call Hanover home; and

WHEREAS, Mr. Finnigan served on the Board of Supervisors from 2000 to 2006, its Vice Chairman 2001-2002 and Chairman 2003-2006; the Township's Director of Administration in 2005 and Township Manager from 2006-2024; and

WHEREAS, Mr. Finnigan served as the Chief Fundraiser of the 200th Anniversary Committee in 1997 and the Recreation Advisory Board from 1998 to 1999; and

WHEREAS, Mr. Finnigan served the residents, businesses and visitors of Hanover as Township Manager for the past eighteen years responding to their needs twenty-four-seven three-hundred and sixty-five; and

WHEREAS, because of Mr. Finnigan's commitment, passion and dedication, Hanover Township has been and continues to be the premier Place to Live, Work and Play in the Lehigh Valley.

NOW, THEREFORE, BE IT AND IT IS HEREBY PROCLAIMED, by the Board of Supervisors of Township of Hanover, County of Northampton, and the Commonwealth of Pennsylvania:

That John J. Finnigan, Jr. is applauded and recognized for his efforts in making, assisting, and keeping Hanover Township the premier Township to Live, Work and Play in the entire Lehigh Valley. The Board of Supervisors proclaims the week of January 29, 2024, as Jay Finnigan Week in Hanover Township.

APPROVED and adopted this 19th day of December 2023.

ATTEST:

HANOVER TOWNSHIP, NORTHAMPTON
COUNTY, PENNSYLVANIA

KIMBERLY R. LYMANSTALL, Secretary –
Board of Supervisors

JOHN N. DIACOGIANNIS, Chairman – Board of
Supervisors