

Michael P. Shay  
mshay@sskdllaw.com

Joanne Kelhart  
jkelhart@sskdllaw.com

Richard ("Ricky") E. Santee  
santeer10@sskdllaw.com



Richard E. Santee, Jr.  
rsantee76@sskdllaw.com

Michael C. Deschler  
mcdeschler@sskdllaw.com

Matthew J. Deschler  
mjdeschler@sskdllaw.com

May 8, 2024

*Via first-class U.S. mail and email to klymanstall@hanovertwp-nc.org*

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

*RE: Arcadia Development Corporation – Preliminary/Record Plan Submission for Proposed Industrial Development, Dated April 10, 2023, last revised October 31, 2023 – 300 Gateway Drive – Hanover Project No. H23-21  
MPC Extension to June 30, 2024*

Dear Ms. Lymanstall:

I am counsel for Arcadia Development Corporation. The above-referenced preliminary/final land development and lot consolidation plan has been submitted to the Township and is pending before the Board of Supervisors, which has at present until May 31, 2024, to act and render a decision on the plan pursuant to Section 508 of the Municipalities Planning Code ("MPC"), 53 P.S. § 10508. Please consider this letter as a request and agreement, pursuant to Section 508(3) of the MPC, 53 P.S. § 10508(3), to extend the time for the Board of Supervisors to act and render a decision on the plan to June 30, 2024. Thank you for your attention to this correspondence. Please confirm that the above-referenced plan shall not be on the May 28, 2024, Board of Supervisors' agenda. Should you have any questions, please do not hesitate to contact me.

Very truly yours,

SHAY, SANTEE, KELHART & DESCHLER LLC

Matthew J. Deschler

As authorized by:

ARCADIA DEVELOPMENT CORPORATION

By:

Richard E. Thulin, President

44 East Broad Street  
Suite 210  
Bethlehem, PA 18018

www.sskdllaw.com  
Tel: (610) 691-7000  
Fax: (610) 691-3529

# OTT CONSULTING INC.

CIVIL ENGINEERS · SURVEYORS · LANDSCAPE ARCHITECTS

JEFFREY L. OTT, P.E., M.B.A., S.E.O.  
REYNOLD E. PETRE, P.L.S., P.D.C.  
JASON W. BUCHTA, R.L.A.  
J. MICHAEL PRESTON, P.E.  
DEVON J. CONTREL, P.E.

## LEHIGH VALLEY OFFICE

P.O. BOX 386  
EMMAUS, PA 18049

TELEPHONE (610) 928-4690  
FAX (610) 928-4695  
WEBSITE: WWW.OTTENG.COM  
EMAIL: INFO@OTTENG.COM

ECFA 1801

May 13, 2024

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

**Re: 6904 Steuben Road  
Hanover Township, Northampton County, Pennsylvania  
Preliminary/Record Land Development Plan**


Dear Members:

On behalf of East Coast Facilities, we request a time extension to grant the Township an extension to review the plans for the 6904 Steuben Road project until May 31, 2025.

Thank you for your assistance in this matter. Please feel free to contact the undersigned with any questions or comments.

Sincerely,

**OTT CONSULTING INC.**

  
\_\_\_\_\_  
Jason W. Buchta, R.L.A.  
Senior Landscape Architect

Cc: Justin Gamez, East Coast Facilities  
File

Prepared By/Return To:  
Norris McLaughlin, P.A.  
515 W. Hamilton St., Suite 502  
Allentown, PA 18101  
(610) 391-1800

Parcel ID No: M6 3 3B 0205  
Address: 2300 -2310 Highland Avenue, Bethlehem, PA 18020

### CONFIRMATION OF AGREEMENT

THIS CONFIRMATION OF AGREEMENT (this "Confirmation") is effective this \_\_\_\_ day of \_\_\_\_\_, 2024 (the "Effective Date") by the TOWNSHIP OF HANOVER, a Township of the Second Class, organized and existing under and pursuant to the laws of the Commonwealth of Pennsylvania and constituting a political subdivision of the Commonwealth of Pennsylvania and County of Northampton (the "Township").

WHEREAS, the Township entered into that certain Subdivision Improvements Agreement dated September 28, 1987 with Lehigh Valley Industrial Park, Inc., a Pennsylvania corporation ("LVIP"), recorded in the Northampton County Recorder of Deeds Office on September 29, 1987 at Deed Book 330, Page 49 (the "Improvements Agreement"), pursuant to which the Township required certain improvements to be installed upon a certain tract of land located in Hanover Township, Northampton County, Pennsylvania as more fully described in Improvements Agreement (the "Property"); and

WHEREAS, as consideration for the Township's approval of the subdivision plan, certain improvements were to be completed and maintained within time frames set forth in the Agreements; and

WHEREAS, the Township hereby desires to confirm and record that any and all improvements required by the Agreement have been satisfactorily completed and any security relating to such improvements has been released.

NOW THEREFORE, intending to be legally bound, the Township hereby confirms as follows:

1. Incorporation. The foregoing recitals are incorporated herein as a material part hereof. Capitalized terms not otherwise defined herein shall have their meanings set forth in the Agreements.
2. Confirmation of Satisfaction. The Township hereby confirms of record that any and all improvements required pursuant to the Improvements Agreement have been satisfactorily completed and any security relating to such improvements, and the maintenance thereof pursuant to the Maintenance Agreement has been released.

[Signature and acknowledgement to follow]



INTENDING TO BE LEGALLY BOUND, the Township has executed this Confirmation as of the day and year first above-written, by its duly authorized agent.

WITNESS:

HANOVER TOWNSHIP

\_\_\_\_\_  
Township Secretary

By:

\_\_\_\_\_  
Name: Susan Lawless  
Title: Chair

COMMONWEALTH OF PENNSYLVANIA

:

COUNTY OF NORTHAMPTON

:

SS:

:

On this \_\_\_\_ day of \_\_\_\_\_, 2024, before me, a notary public, the undersigned officer, personally appeared SUSAN LAWLESS, who acknowledged herself to be the Chair, of the HANOVER TOWNSHIP BOARD OF SUPERVISORS, and as such Chair, being authorized to do so, executed the foregoing instrument for the purposes therein contained by signing the name HANOVER TOWNSHIP by herself as Chair.

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

\_\_\_\_\_  
Notary Public

Prepared By/Return To:  
Norris McLaughlin, P.A.  
515 W. Hamilton St., Suite 502  
Allentown, PA 18101  
(610) 391-1800

Parcel ID No: M6 15 29 0205  
Address: 2030 Highland Avenue, Bethlehem, PA 18020

### CONFIRMATION OF AGREEMENT

THIS CONFIRMATION OF AGREEMENT (this "Confirmation") is effective this \_\_\_\_ day of \_\_\_\_\_, 2024 (the "Effective Date") by the TOWNSHIP OF HANOVER, a Township of the Second Class, organized and existing under and pursuant to the laws of the Commonwealth of Pennsylvania and constituting a political subdivision of the Commonwealth of Pennsylvania and County of Northampton (the "Township").

WHEREAS, the Township entered into that certain Subdivision Improvements Agreement dated September 28, 1987 with Lehigh Valley Industrial Park, Inc., a Pennsylvania corporation ("LVIP"), recorded in the Northampton County Recorder of Deeds Office on September 29, 1987 at Deed Book 330, Page 49 (the "Improvements Agreement"), pursuant to which the Township required certain improvements to be installed upon a certain tract of land located in Hanover Township, Northampton County, Pennsylvania as more fully described in Improvements Agreement (the "Property"); and

WHEREAS, as consideration for the Township's approval of the subdivision plan, certain improvements were to be completed and maintained within time frames set forth in the Agreements; and

WHEREAS, the Township hereby desires to confirm and record that any and all improvements required by the Agreement have been satisfactorily completed and any security relating to such improvements has been released.

NOW THEREFORE, intending to be legally bound, the Township hereby confirms as follows:

1. Incorporation. The foregoing recitals are incorporated herein as a material part hereof. Capitalized terms not otherwise defined herein shall have their meanings set forth in the Agreements.

2. Confirmation of Satisfaction. The Township hereby confirms of record that any and all improvements required pursuant to the Improvements Agreement have been satisfactorily completed and any security relating to such improvements, and the maintenance thereof pursuant to the Maintenance Agreement has been released.

[Signature and acknowledgement to follow]

INTENDING TO BE LEGALLY BOUND, the Township has executed this Confirmation as of the day and year first above-written, by its duly authorized agent.

WITNESS:

HANOVER TOWNSHIP

\_\_\_\_\_  
Township Secretary

By:

\_\_\_\_\_  
Name: Susan Lawless  
Title: Chair

COMMONWEALTH OF PENNSYLVANIA

:

COUNTY OF NORTHAMPTON

:

ss:

:

On this \_\_\_\_ day of \_\_\_\_\_, 2024, before me, a notary public, the undersigned officer, personally appeared SUSAN LAWLESS, who acknowledged herself to be the Chair, of the HANOVER TOWNSHIP BOARD OF SUPERVISORS, and as such Chair, being authorized to do so, executed the foregoing instrument for the purposes therein contained by signing the name HANOVER TOWNSHIP by herself as Chair.

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

\_\_\_\_\_  
Notary Public



**RESOLUTION 2024 – 18**  
**HANOVER TOWNSHIP – NORTHAMPTON COUNTY**

**WHEREAS**, The Board of Supervisors of Hanover Township (“Township”), Northampton County, Pennsylvania (“Applicant”) desires to apply for grants with the Commonwealth Financing Authority (“Authority”) from the Greenways, Trails, and Recreation Program.

Be it **RESOLVED** that the Board of Supervisors of Hanover Township, Northampton County hereby requests a Greenways, Trails and Recreation grant of \$85,000.00 from the Commonwealth Finance Authority to be used to obtain services to update our Parks, Recreation, and Open Space Plan.

**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 28<sup>th</sup> day of May 2024.

ATTEST

BOARD OF SUPERVISORS  
Hanover Township,  
Northampton County

By: \_\_\_\_\_  
Kimberly R. Lymanstall, Secretary  
Board of Supervisors

By: \_\_\_\_\_  
Susan A. Lawless, Esq., Chair  
Board of Supervisors

I hereby certify that this Resolution was adopted by the Board of Supervisors, Hanover Township, Northampton County, this 28th day of May 2024 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.

\_\_\_\_\_  
Kimberly R. Lymanstall, Secretary  
Board of Supervisors, Hanover Township -  
Northampton County

## Hanover Township – Northampton County

### Job Description

**Position:** Township Manager's Secretary & Digital Media Coordinator

**Position**

**Requirements:** Ability to perform secretarial duties for the Township Manager in a confidential manner and provide updates to the community using digital media.

**Position reports to:** Township Manager

**Position**

**Responsibilities:** Type documents such as letters, reports, charts or other textual or tabular material from handwritten draft or verbal dictation into draft or final form using a variety of electronic formats.

Reviews and files documents utilizing systems which require knowledge of the type, purpose, and status of the document to determine how to file.

Establishes, reorganizes, combines and purges files and filing systems as necessary to enable items to be found efficiently.

Perform arithmetic computations, using established procedures and formulas to determine interest, payment amounts, penalty charges, receipt totals, or similar results.

Proofreads typed materials for typographical accuracy, spelling and grammar.

Accept applications, payments, documents, etc. from the public and assist them by explaining procedural requirements.

Assist the Township Manager in accepting, checking for accuracy of information and issuing Road Encroachment Permits.

Perform calculations and issuance of current and past due Sanitary Sewer Invoices for residents' quarterly, record payments and do deposits for same.

Maintains record of false alarm notifications received from the Colonial Regional Police Department and notifies residents and businesses of excess alarms in a specified period of time as well as assesses the appropriate fees.



Develop and implement engaging content for digital media platforms and township communications.

Help manage the township website, newsletter, and marketing initiatives to promote the township events.

Performs related work as assigned by Township Manager.

***Required  
Knowledge, Skills  
and Abilities:***

Working knowledge of Microsoft® Suite of products, including Word, Excel, Access & PowerPoint.

Knowledge of English grammar, punctuation and spelling.

Ability to read, write and communicate in the English language.

Ability to perform prescribed office procedures, maintain harmonious working relationships and function according to work practices and conduct.

Ability to understand and follow detailed oral and written instructions.

Ability to proof read the straight transfer of information for accuracy and corrects any copying errors.

Ability to perform basic arithmetic calculations.

Attend training as determined by the Township Manager.

***Education &  
Experience:***

Graduation from a high school business curriculum which included at least one typing/computer course, or:  
Any equivalent combination of experience and training.

***Supervisory  
Responsibility:***

None