

## Broughal & DeVito 2025 Fee Schedule

Tara Szy <tara@broughal-devito.com>

Mon 7/15/2024 9:03 AM

To: Beth Bucko <bbucko@hanoverwp-nc.org>

Cc: Jim Broughal <jimbroughal@broughal-devito.com>; Jill Weiss <jillweiss@broughal-devito.com>

Good Morning Beth:

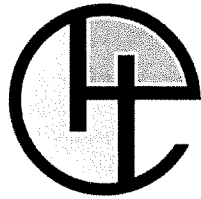
In response to your letter to Jim Broughal dated July 10, 2024, please be advised that our hourly billing rate will remain at \$190.00 for 2025.

Tara

Tara M. Szy, Paralegal  
for James L. Broughal  
38 West Market Street  
Bethlehem, PA 18018  
Phone: (610) 865-3664  
[tara@broughal-deVito.Com](mailto:tara@broughal-deVito.Com)

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**IRS CIRCULAR 230 DISCLOSURE:** As required by U.S. Treasury Regulations governing tax practice, you are advised that any written tax advice contained herein was not intended to be used, and cannot be used, by any taxpayer for the purpose of avoiding tax penalties that may be imposed under the Internal Revenue Code.



# HanoverEngineering

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

November 1, 2024

Mr. Mark Hudson, Manager  
Hanover Township, Northampton County  
3630 Jacksonville Road  
Bethlehem, PA 18017-9302

RE: Request for Sewage Enforcement Officer  
Appointment for 2025

Dear Mr. Hudson:

We sincerely thank the Township for the appointment of Hanover Engineering as the Sewage Enforcement Officers in 2024 and respectfully request reappointment for 2025.

The Department of Environmental Protection requires appointment of named Sewage Officers with their Sewage Enforcement Officer number at the beginning of each year. The record of your named Sewage Officers, as officially approved by the Township, must be transmitted to the Department of Environmental Protection after approval.

The appointment of more than one Officer will ensure coverage and flexibility for individuals making repairs and/or installing new systems. We ask that the following certified Sewage Enforcement Officers be appointed for the Township:

Jacob A. Schray – 03134  
Christopher A. Taylor – 03138  
Luke E. Eggert – 04090

Scott J. Brown – 01716  
Paul Gallagher Saba – 04167  
Nadia Einfalt – 04198

Invoicing for all Sewage Officer work would be in accordance with the 2025 Professional Fee Schedule provided. If you have any questions with regard to the above-referenced appointments, please contact the undersigned.

Respectfully,

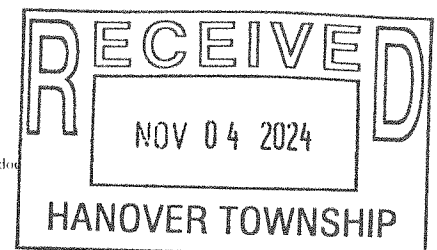
HANOVER ENGINEERING

Brian R. Kocher, PE  
Vice President, Chief Financial Officer

brk:sas

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Enclosure(s)



**HANOVER ENGINEERING ASSOCIATES, INC**  
**2025 MUNICIPAL PROFESSIONAL FEE SCHEDULE**

<u>DESCRIPTION</u>	<u>HOURLY RATE</u>
<u>ENGINEER</u>	
Senior Engineer	\$ 143.50
Registered	135.50
Graduate Engineer (Nonregistered)	116.50
<u>CERTIFIED PLANNER</u>	134.00
<u>REGISTERED GEOLOGIST / SENIOR SCIENTIST</u>	134.00
<u>REGISTERED LANDSCAPE ARCHITECT</u>	134.00
<u>TRAFFIC SPECIALIST</u>	134.00
<u>REGISTERED SURVEYOR</u>	126.50
<u>SENIOR PROJECT MANAGER</u>	135.00
<u>ENVIRONMENTAL</u>	
Environmental Specialist	118.50
Environmental Technician	104.00
<u>GIS (GEOGRAPHIC INFORMATION SYSTEMS) WORK</u>	
GIS Specialist	110.00
GIS Technician	93.50
<u>DESIGN / DRAFTING / TECHNICAL WORK</u>	
Senior Designer/Senior Technician	117.50
Design/Calculations/Technician	103.50
Draftsperson 1 (CAD Drafting)	94.50
Draftsperson 3/Technician 3	67.50
<u>GROUND PENETRATING RADAR / GLOBAL POSITIONING SERVICE FIELD PERSON</u>	130.00
<u>ZONING OFFICER / CODES ENFORCEMENT</u>	104.00
<u>SURVEY CREW</u>	
One-Person Field Crew	118.50
Two-Person Survey Crew (2 @ \$90.00 each)	180.00
Three-Person Survey Crew (3 @ \$76.00 each)	228.00
One-Person Crew w/Survey Equipment	150.00
3D Scanning w/One-Person Crew	220.00
<u>CONSTRUCTION OBSERVER / SEWAGE OFFICER</u>	
Highway, Heavy, Commercial, or Residential Construction	94.00
Highway, Heavy, Commercial, or Residential Construction (Senior)	104.00
Certified Sewage Enforcement Officer	99.00
Onlot Sewer Percolation Test (Pass or Fail)	Lump Sum 520.00
Observe Percolation Test	Lump Sum 440.00
<u>SECRETARIAL / WORD PROCESSOR</u>	55.00

1. Travel to and from the job site is chargeable time, with project mileage charged at current IRS rate for region.
2. Overtime is charged at 1.5 times base rate.
3. Ordinary overhead expenses are included in the above rates.
4. Extraordinary expenses required specifically for a particular project will be billed at direct cost plus 5%. Examples of these expenses include special consultants, soil borings costs or testing laboratory charges. All such additional expenses are to be specifically approved by the client prior to their use.
5. A special rate of \$225.00 per hour is established for formal hearings and court appearances as an expert witness for a Professional Engineer, Geologist, Surveyor, or other professional.
6. Cost for plan copies is \$0.55 per square foot (black & white); \$2.00 per square foot (color).
7. Cost for Mylars is \$1.65 per square foot (black & white); \$6.00 per square foot (color).
8. Cost for photocopies is \$0.25 per page (black & white); \$0.55 per page (color).
9. Field equipment usage will be charged as follows: Sewage Flow Meter - \$17.00/day, Traffic Counter - \$65.00/day, GPS Locator - \$28.00/day, RTKGPS - \$246.00/day, SUB-RTKGPS - \$61.00/day.
10. Push Camera - \$17.00/hour for Televising; \$20.00/hour for Televising and Locating Services.

THEODORE R. LEWIS  
THOMAS L. WALTERS

LAW OFFICES  
**LEWIS AND WALTERS**

46 SOUTH FOURTH STREET  
EASTON, PENNSYLVANIA 18042-4532

MAILING ADDRESS:  
P. O. BOX A  
EASTON, PA 18044-2099

(610) 253-6148  
FAX (610) 253-5885  
EMAIL – lewiswalters@verizon.net

GEORGE F. COFFIN  
1896-1937

GEORGE F. COFFIN, JR.  
1928-1986

NAZARETH OFFICE:  
BY APPOINTMENT ONLY  
LIBERTY AND CENTER STREETS  
NAZARETH, PA. 18064

September 12, 2024

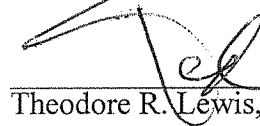
Beth A. Bucko, Township Treasurer  
Hanover Township Municipal Building  
3630 Jacksonville Road  
Bethlehem, PA 18017

**Re: Budget 2025**

Dear Beth:

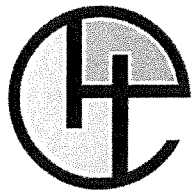
Confirming our telephone conversation of September 12, 2024, please be advised that I will continue to utilize the hourly rate of \$170.00 for 2025.

Very truly yours,



Theodore R. Lewis, Esquire

TRL/fp



# HanoverEngineering

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

November 1, 2024

Mr. Mark Hudson, Manager  
Hanover Township, Northampton County  
3630 Jacksonville Road  
Bethlehem, PA 18017-9302

RE: 2025 Reappointment and  
Professional Fee Schedule

Dear Mr. Hudson:

We sincerely thank the Board of Supervisors for the appointment of Hanover Engineering as the Township Engineer and Sewage Enforcement Officer during 2024 and respectfully request the opportunity to be reappointed to these positions in 2025.

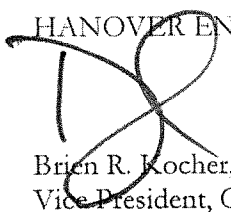
As part of our continued process of business management, we have reviewed our costs of operation and prepared our budgets for 2025. The primary factors impacting our budgets are the need to remain competitive with our employee wages to maintain our skilled staff, and the increasing costs of insurances. We also acknowledge and understand the Township has a limited budget to operate with in 2025. We have made every attempt to find areas where we can minimize costs and the need for rate increases. We provide herewith one (1) copy of our Professional Fee Schedule for 2025.

We would propose a monthly retainer rate of \$250.00 for representation at the two (2) regular Board of Supervisors meetings. We would propose to charge individual projects for all attendance at Planning Commission meetings.

Thank you sincerely for your consideration of Hanover Engineering for the coming year. If you have any questions, please feel free to contact me at 610.691.5644 or by e-mail at [bkocher@hanovereng.com](mailto:bkocher@hanovereng.com).

Respectfully,

HANOVER ENGINEERING

  
Brian R. Kocher, PE  
Vice President, Chief Financial Officer

brk:sas

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Enclosure(s)

cc: Beth A. Bucko, Treasurer (with enclosure)

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**2025 MUNICIPAL PROFESSIONAL FEE SCHEDULE**

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10. Push Camera - \$17.00/hour for Televising; \$20.00/hour for Televising and Locating Services.

**HANOVER TOWNSHIP  
NORTHAMPTON COUNTY**

**Resolution 2025 – 01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF HANOVER TOWNSHIP –  
NORTHAMPTON COUNTY, PENNSYLVANIA, ESTABLISHING THE  
COMPENSATION OF THE TOWNSHIP MANAGER FOR 2025.**

WHEREAS, Section 1301 (b) of the Second-Class Township Code, P.L. 350, No. 60, as amended, requires that the Board of Supervisors establish the compensation of the Township Manager by Resolution.

THEREFORE, BE IT RESOLVED AND IT IS HEREBY RESOLVED on this day that compensation for the office of Township Manager of Hanover Township, Northampton County, be fixed at an annual salary of \$164,800.00 per year, payable bi-weekly (\$6,338.46) from the General Fund of the Township. Effective date of salary is January 1, 2025. The Township Manager is salaried for forty hours per week. Position is Exempt.

Any resolution or part of this resolution conflicting with any other resolution shall be and the same is hereby repealed insofar as the same affects this resolution.

RESOLVED AND ENACTED this 6th day of January 2025.

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

**ATTEST:**

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**Kimberly R. Lymanstall, Secretary  
Board of Supervisors**

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**Susan A. Lawless, Esq., Chair  
Board of Supervisors**

**HANOVER TOWNSHIP  
NORTHAMPTON COUNTY**

**Resolution 2025 – 02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF HANOVER TOWNSHIP – NORTHAMPTON COUNTY, PENNSYLVANIA, ESTABLISHING THE COMPENSATION OF THE TOWNSHIP SECRETARY, PUBLIC WORKS DIRECTOR, ZONING OFFICER, AND TOWNSHIP TREASURER FOR 2024.**

WHEREAS, the Board of Supervisors on an annual basis establishes compensation for the Public Works Director, Township Treasurer, and Township Secretary.

THEREFORE, BE IT RESOLVED AND IT IS HEREBY RESOLVED on this day that compensation for the Township Secretary/Assistant Treasurer \$63,836.03 (\$2,455.23 bi-weekly) per year, Public Works Director is established at \$102,011.10 (\$3,923.50 bi-weekly) per year, Zoning Officer is established at \$55,000.00 (\$2,115.38 bi-weekly) per year Township Treasurer/Assistant Secretary \$78,013.57 (\$3,000.52 bi-weekly) per year. Effective date of salary is January 1, 2025. These positions are salaried for forty hours per week and are Exempt.

Any resolution or part of this resolution conflicting with any other resolution shall be and the same is hereby repealed insofar as the same affects this resolution.

RESOLVED AND ENACTED this 6th day of January 2025.

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

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**Kimberly R. Lymanstall, Secretary  
Board of Supervisors**

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**Susan A. Lawless, Esq., Chair  
Board of Supervisors**



**HANOVER TOWNSHIP  
NORTHAMPTON COUNTY**

**Resolution 2025 – 03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF HANOVER TOWNSHIP – NORTHAMPTON COUNTY, PENNSYLVANIA, ESTABLISHING THE COMPENSATION OF RECREATION DIRECTOR, ASSISTANT RECREATION DIRECTOR, AND PRESCHOOL DIRECTOR FOR 2024.**

WHEREAS, the Board of Supervisors on an annual basis establishes compensation for the Recreation Director, Assistant Recreation Director, and Preschool Director.

THEREFORE, BE IT RESOLVED AND IT IS HEREBY RESOLVED on this day that compensation for the Recreation Director is established at \$75,889.36 per year (\$2,918.82 bi-weekly), Assistant Recreation Director is established at \$55,300.70 per year (\$2,126.95 bi-weekly) and Preschool Director \$46,791.10 per year (\$1,799.66 bi-weekly) from the Recreation Fund of the Township. Effective date of salary is January 1, 2025. Position is salaried for forty hours per week and is Exempt.

Any resolution or part of this resolution conflicting with any other resolution shall 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 6th day of January 2025.

**HANOVER TOWNSHIP,  
NORTHAMPTON COUNTY, PA**

**ATTEST:**

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**Kimberly R. Lymanstall, Secretary  
Board of Supervisors**

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**Susan A. Lawless, Esq., Chair  
Board of Supervisors**

**HANOVER TOWNSHIP  
NORTHAMPTON COUNTY  
HANOVER TOWNSHIP  
NORTHAMPTON COUNTY**

**Resolution 2025 – 04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF HANOVER TOWNSHIP – NORTHAMPTON COUNTY, PENNSYLVANIA, DESIGNATING DEPOSITORIES FOR THE TOWNSHIP FUNDS FOR 2025.**

WHEREAS, Section 708 of the Second-Class Township Code, P.L. 350, No. 60, as amended, requires the designation of depositories for Township funds on an annual basis; and

WHEREAS, security is not required from those institutions insured by the Federal Deposit Insurance Corporation or the Commonwealth Credit Union Share Insurance Fund or their successor agencies unless the amount of any deposits are more than the insured limits.

Be it resolved and it is hereby resolved that the following institutions are designated as depositories for Township funds for the year 2024:

Embassy Bank for the Lehigh Valley, 100 Gateway Dr, Suite 100, Bethlehem, PA 18017; and

Penn Community Bank, 3969 Durham Road, Doylestown, PA 18902-1326; and

Truist, 2 City Center, 645 Hamilton Street, Suite 1000, Allentown, PA 18101-2188; and

PNC Bank, National Assoc.: Tower at PNC Plaza. 300 5th Ave, Pittsburgh, PA 15222-2401; and

Great Eastern Management, Inc.: 775 Old Country Road, Suite #201, Westbury, NY 11590; and

Any resolution or part of a resolution conflicting with this resolution and the same is hereby repealed insofar as the same affects this resolution.

Also, to authorize the Secretary to forward a letter to this bank advising them that the Board has designated them as a Township depository and request that the banks state their policy pledging assets against municipal deposits.

RESOLVED AND ENACTED this 6th day of January 2025.

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

**ATTEST:**

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**Kimberly R. Lymanstall, Secretary  
Board of Supervisors**

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**Susan A. Lawless, Esq., Chair  
Board of Supervisors**

**HANOVER TOWNSHIP  
NORTHAMPTON COUNTY**

**Resolution 2025 – 05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF HANOVER TOWNSHIP –  
NORTHAMPTON COUNTY, PENNSYLVANIA, APPOINTING SUPERVISORS AS  
ROADMASTERS FOR 2024.**

WHEREAS, the Township Solicitor has indicated to the Board of Supervisors that pursuant to Section 602(C) of the Second-Class Township Code, that the Board of Supervisors may delegate certain responsibilities as outlined in Section 2302 to Supervisors acting as Roadmasters.

Be it resolved and it is hereby resolved that the Board of Supervisors, Hanover Township, Northampton County, Pennsylvania hereby issues a general order of the Board of Supervisors requiring that Supervisors serving as Roadmasters shall be responsible for all such items designated in Section 2302 (1), (2) & (3) of the Second Class Township Code including, but not limited to, the review of all plans and construction with regard to municipal facilities and responsible for the handling of all citizen complaints and responsibility of all other matters that may be delegated to Supervisors pursuant to Second Class Township Code at such times other than official meetings of the Board of Supervisors.

RESOLVED AND ENACTED this 6th day of January 2025.

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

**ATTEST:**

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**Kimberly R. Lymanstall, Secretary  
Board of Supervisors**

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**Susan A. Lawless, Esq., Chair  
Board of Supervisors**

**HANOVER TOWNSHIP  
NORTHAMPTON COUNTY**

**Resolution 2025 – 06**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF HANOVER TOWNSHIP –  
NORTHAMPTON COUNTY, PENNSYLVANIA, ESTABLISHING THE  
COMPENSATION FOR THE TAX COLLECTOR FOR 2025.**

WHEREAS, Section 35 of the Local Tax Collection Law (72 PS Section 5511.35) provides that the tax collector in Townships of the Second-Class shall receive as compensation for the collection of Township Taxes, salary, wages, or a commission on all such taxes to be fixed by the taxing authorities levying such taxes not exceeding per centum of the amount collected; and

WHEREAS, for the collection of Township Taxes, the tax collector shall be allowed by the taxing authorities, needful expenditures for printing, postage, books, blanks, and forms; and

WHEREAS, Section 36.1 of the same act further provides that the taxing authorities set the compensation for the office of tax collector.

THEREFORE, BE IT RESOLVED AND IT IS HEREBY RESOLVED on this day that compensation for the office of tax collector of Hanover Township, Northampton County, be fixed at the rate of one hundred fifty-six dollars and twenty-five cents (\$161.25) for the fiscal year 2025.

RESOLVED that the Township shall make payment or otherwise provide for printing, postage, books, blanks, and forms as required in the duties of this office.

Any Resolution or part of this resolution conflicting with any other resolution shall be and the same is hereby repealed insofar as the same affects this resolution.

RESOLVED AND ENACTED this 6th day of January 2025.

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

**ATTEST:**

---

**Kimberly R. Lymanstall, Secretary  
Board of Supervisors**

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**Susan A. Lawless, Esq., Chair  
Board of Supervisors**