CP ENGINEERS

11 Park Lake Road
Sparta, NJ 07871
P: 973.300.9003
F: 973.300.4003

October 30, 2026

(via email: Klymanstall@hanovertwp-nc.org)

Kimberly Lymanstall, Township Secretary/Assistant Treasurer
Hanover Township
Northampton County
3630 Jacksonville Road
Bethlehem, PA 18017-9302

Re: LVIP Lot 13 FedEx
Parking Lot Improvements
Preliminary Lot Development Plan – Deadline/Extension Request
CP Project #: CP-206

Dear Ms. Lymanstall:

CP Engineers, LLC (CP), on behalf of our client, FedEx, understands the MPC deadline is approaching for the FedEx Parking Lot Improvement application and we will be submitting updated plans and comment response correspondence electronically and in hard copy format next week. Please accept this correspondence as a formal request for a 90-day extension.

Additionally, we are requesting the application be placed on the November 10, 2026 Board of Supervisor's agenda.

Please contact the undersigned with any questions pertaining to this matter via email (dave.clark@cpengineers.com) or cell phone (973-534-5760).

Very truly yours,

CP ENGINEERS, LLC



David A. Clark
Vice President

CC: Ms. Tracy Luisser, Zoning Administrator (via email: tluisser@hanovertwp-nc.org)

M:\Clients\ICAD Services\CP-206- FedEx- Bethlehem Parking Upgrade\Correspondence\Outgoing\2026-10-30 Extension Request.docx

LEVI LAND HOLDINGS
A Mohawk Group Company

5050 Tilghman St., Suite 100, Allentown, PA 18104 | (610) 351-2999

November 2, 2026

Hanover Township
3630 Jacksonville Road
Bethlehem, PA 18017

Dear Hanover Township,

We are reaching out regarding the 6” tree substitution discussion at our Farmhouse Project located near the intersection of Farmhouse Way and Jacksonville Road. Please let us know when a final determination has been made on how the township would like to proceed.

To summarize, our understanding of the two options discussed are outlined below.

- Option 1: Plant (20) 3" diameter trees at Farmhouse and (20) 3" diameter trees at a location selected by Hanover Township. This would provide 120" of total tree diameter.
- Option 2: Plant (20) 3" diameter trees at Farmhouse and make a cash contribution to Hanover Township for the remaining requirement.

Thank you

Tom Wolak
Project Manager

Levi Land Holdings
5050 Tilghman St., Suite 100, Allentown, PA 18104
p 610-597-7776
tom@levi-land.com

LEVI LAND HOLDINGS
A Mohawk Group Company

2027

DRAFT

HANOVER TOWNSHIP BUDGET

PREPARED BY THE

TOWNSHIP STAFF

2027 BUDGET SYNOPSIS

To: ***Board of Supervisors***

From: ***Beth A. Bucko, Treasurer***

Date: ***November 10, 2026***

Attached you will find the Budgets for the General Fund, Fire Tax, Capital Reserve, State Fund, and Recreation ready for adoption this evening.

The proposed Millage Rate is ***4.65 mills****, an increase of 0.50 mills.*

Included in the 4.65 mills is a Fire Tax of ***0.75*** *mills.*
The Fire Tax is used for the purchase of Fire Company vehicles & equipment without financing.

General Fund

Restricted Beginning Balance for 2027	469,153
Unrestricted Beginning Balance for 2027	10,780,613
Revenues for 2027	10,729,956
Expenditures for 2027	10,729,956
Unappropriated Balance	11,249,766

Capital Reserve

Beginning Balance for 2027	7,125,482
Revenues for 2027	555,256
Expenditures for 2027	749,000
Unappropriated Balance	6,931,738

State Fund

Beginning Balance for 2027	1,931,616
Revenues for 2027	395,600
Expenditures for 2027	330,000
Unappropriated Balance	1,997,216

Recreation

Beginning Balance 2027	26,475
Revenues for 2027	892,500
Expenditures for 2027	892,500
Unappropriated Balance	26,475

2027 BUDGET FOR HANOVER TOWNSHIP - NORTHAMPTON COUNTY

The Administration of Hanover Township respectfully submits the 2027 Budget to the Board of Supervisors and to the residents of Hanover Township for their review. The Budget includes the revenues and expenses for the General Fund, Capital Reserve, State Fund and Recreation.

The attached details the following funds for January 1, 2027 through December 31, 2027.

ESTIMATED REVENUE	
General Fund	$10,729,956
Capital Reserve	$555,256
State Fund	$395,600
Recreation	$892,500
PROPOSED EXPENDITURES	
General Fund	$10,729,956
Capital Reserve	$749,000
State Fund	$330,000
Recreation	$892,500

Tax Rates for 2027

Real Estate	3.9 Mills	*(Includes an increase of 0.50 mills)*
Fire Tax	0.75 Mills	
Total Tax	**4.65 Mills**	*(Total of Township Tax and Fire Tax combined)*
Earned Income Tax	1.0% for non-residents; 0.5% for residents and 0.5% paid to the Bethlehem Area School District (BASD). In 2025 Keystone Collections Group will continue to collect and distribute EIT as mandated by Act 320 of 2008.	
Local Services Tax	$52.00 per person per year if earnings exceed $12,000. Individuals not reaching the age of 18 on January 1st are not be subject to this tax.	
Mercantile Tax	(1) On receipts attributable to the performance of services the rate shall be one and one half mills or $1.50 per $1,000 of gross volume of business.	
	(2) On receipts attributable to wholesale sales of merchandise, the rate shall be one mill or $1 per $1,000 of gross volume.	
	(3) On receipts attributable to retail sales of merchandise, the rate shall be one and one half mills or $1.50 per $1,000 of gross volume of business.	

GENERAL FUND SUMMARY

During 2027 Hanover Township estimates receiving $10,729,956.00 in General Fund revenues. Sources of revenue include, but are not limited to, real estate taxes, fire tax, waste & recycling fees, earned income taxes, local services taxes, mercantile taxes, real estate transfer taxes, grants, building and inspection fees and federal relief funds. The 2027 General Fund expenditures include costs associated with Public Works, Administration, Planning & Zoning Inspections, Colonial Regional Police Department, Hanover Township Volunteer Fire Company No. 1, Solid Waste and Recycling Services, Commissions, Committees, Boards and the Bethlehem Area Public Library.

GENERAL FUND REVENUE

Real Property Taxes	2,664,267.00
Occupation Taxes	610,000.00
Local Tax Enabling Act	4,760,000.00
Business Licenses and Permits	120,000.00
Fines	38,000.00
Interest Earnings	130,000.00
Rents and Royalties	40,300.00
State Capital & Operating Grants	230,500.00
State Shared Revenue and Entitlements	116,200.00
Charges For Services	57,000.00
Public Safety	312,464.00
Sanitation	1,446,325.00
Electric System	7,300.00
Other Income	197,600.00
Total:	**10,729,956.00**

GENERAL FUND EXPENSE

General Government	910,550.00
Public Safety	5,283,950.00
Public Works - Sanitation	182,000.00
Public Works - Highways, Roads and Str	1,467,500.00
Public Works - Other	20,000.00
Culture - Recreation	305,100.00
Debt Service	433,200.00
Employer Paid Benefits and Withholding	559,000.00
Insurance, Casualty and Surety	80,000.00
Health Insurance Benefits	813,000.00
Unclassified Expenses	8,000.00
Interfund Operating Transfers	667,656.00
Total:	**10,729,956.00**

RECREATION FUND SUMMARY

During 2027 Hanover Township estimates receiving $892,500.00 in Recreation revenues.
Sources of revenue include, but are not limited to, memberships, program fees, rental of facilities, and fundraising.
The 2027 Recreation expenditures include costs associated with salaries, operating expenses,
utilities, supplies, equipment, park maintenance, fundraising costs, and services.

RECREATION FUND REVENUE

Interest Earnings	**100.00**
Culture - Recreation	**710,800.00**
All other Unclassified Operating Revenue	**5,000.00**
Interfund Operating Transfers	**176,600.00**
Total:	**892,500.00**

RECREATION FUND EXPENSE

General Government	**16,500.00**
Culture - Recreation	**743,400.00**
Employee Paid Benefits and Withholding Items	**60,000.00**
Insurance, Casualty, and Surety	**-**
Health Insurance Benefits	**56,500.00**
All Other Unclassified Expenses	**16,100.00**
Total:	**892,500.00**

GENERAL FUND REVENUE

2027 Budget

	Name	Account	Budget 2027
Real Property Taxes			
	Real Estate Tax - Current Year	301.1000	**2,190,000.00**
	Real Estate Tax - Prior Year	301.2000	**10,000.00**
	Real Estate Taxes - Delinquent from Tax Bureau	301.4000	**30,000.00**
	Real Estate Taxes - Interim	301.5000	**5,000.00**
	Fire Tax - Current Year	301.7000	**425,000.00**
	Fire Tax - Prior Year	301.8000	**2,000.00**
	Payments in Lieu of Taxes	301.9000	**2,267.00**
Occupation Taxes			
	Local Services Tax	305.1000	**610,000.00**
Local Tax Enabling Act			
	Real Estate Tax Transfer	310.1000	**500,000.00**
	Earned Income Taxes Current Year	310.2100	**3,060,000.00**
	Mercantile Taxes Current Year	310.3100	**1,200,000.00**
Business Licenses and Permits			
	Cable Television Franchise	321.8000	**120,000.00**
Fines			
	Vehicle Code Violations	331.1100	**28,000.00**
	Non-Traffic Violations	331.1110	**5,000.00**
	Semi-Annual State Police	331.1300	**5,000.00**
Forfiets			
	Municipal Lien Settlement	332.1000	**0.00**
Interest Earnings			
	Interest Earnings	341.0000	**130,000.00**
Rents and Royalties			
	Rent - Cell Tower Space	342.0000	**300.00**
	Rent - 248 Brodhead Road	342.2000	**0.00**
	248 Management Fee	342.2020	**0.00**
	248 Annual Excess	342.2030	**40,000.00**
State Capital & Operating Grants			
	Recycling	354.0000	**30,000.00**
	Sanitary Sewer User Fees	354.0400	**20,000.00**
	Sanitary Sewer User Fees-East District	354.0401	**73,000.00**
	Sanitary Sewer User Fees-West District	354.0402	**105,000.00**
	Sanitary Sewer Delinquent User Fees	354.0403	**2,500.00**
	Compost ID	354.0410	**0.00**
State Shared Revenue and Entitlements			
	Alcoholic Beverage Taxes	355.0800	**2,200.00**
	Foreign Fire Insurance Program Tax	355.1300	**114,000.00**
Local Grant Revenue			
	Local Grant Revenue	357.0001	**0.00**
Charges For Services			
	Commercial Plan Review Fees-Deposits	361.3110	**35,000.00**
	Residential Plan Review Fees-Deposits	361.3130	**10,000.00**
	Zoning Hearing Fees	361.3400	**10,000.00**

GENERAL FUND REVENUE

2027 Budget

	Name	Account	Budget 2027
	Conditional Use Fees	361.3450	**2,000.00**
	Sale of Maps and Publications	361.5000	**0.00**
Public Safety			
	Crossing Guard Reimbursement	362.1400	**9,000.00**
	Fire Hydrant Rental	362.2000	**264.00**
	Building Permits & Inspection Fees	362.4100	**300,000.00**
	State UCC Fee	362.4110	**1,200.00**
	Road Occupancy Permits	362.4600	**2,000.00**
Sanitation			
	Solid Waste Collection and Disposal Fees Current Year	364.3000	**1,397,825.00**
	Solid Waste Collection and Disposal Delinquent Bills & Fees	364.3100	**45,000.00**
	Payments in Excess of Billings - Waste	364.3200	**3,500.00**
Electric System			
	Public Utilities Tax	372.5600	**7,000.00**
	1/2 Traffic Light Expense	372.5610	**300.00**
Other Income			
	Miscellaneous	389.0000	**4,000.00**
	Insurance Dividends	389.0110	**35,000.00**
	Bank Charges and Fees	389.0120	**100.00**
	Convenience Fees	389.0150	**1,500.00**
	Easement Reimbursement	389.0160	**0.00**
	Contributions from PA Pension	389.0200	**157,000.00**
	Contributions	389.0400	**0.00**
	Appropriation from Fund Balance	389.0500	**0.00**
	Transfer from Capital Reserve	392.0000	**0.00**
	TOTALS:		**10,729,956.00**

GENERAL FUND EXPENSE
2027 BUDGET

	Name	Account	Budget 2027
General Government			
	Salary of Elected Officials	400.1100	**16,250.00**
	Office Supplies	400.2100	**8,000.00**
	Contract Service Fees	400.2500	**50,000.00**
	Office Equipment	400.2600	**15,000.00**
	Web Site Maintenance	400.2610	**4,800.00**
	Computer Maintenance	400.2650	**35,000.00**
	Communication	400.3200	**13,000.00**
	Postage	400.3210	**20,000.00**
	Newsletters	400.3220	**20,000.00**
	Advertising and Printing	400.3400	**6,000.00**
	Association Dues and Expenses	400.4200	**6,500.00**
	Supervisors Convention	400.4210	**3,000.00**
	Township Manager Salary	401.0000	**175,000.00**
	Auditing Services	402.1100	**20,000.00**
	Payroll Preparation	402.2000	**7,200.00**
	Bank Charges and Fees*	402.3000	**2,500.00**
	Tax Collection Charges	403.3000	**45,000.00**
	Tax Collector Fee	403.3010	**7,000.00**
	Tax Collection Committee Fees	403.3011	**0.00**
	Legal Services and Charges	404.3100	**50,000.00**
	Treasurer Salary	405.1200	**84,000.00**
	Meetings Secretary	405.1210	**2,200.00**
	Secretary Salary	405.1400	**69,000.00**
	Meetings Treasurer	405.1410	**600.00**
	Receptionist Clerk and Office Support Associate Wages	405.1420	**92,000.00**
	Manager's Secretary	405.1440	**51,500.00**
	Bonding	405.3500	**5,000.00**
	Mileage/Travel - Staff	406.0090	**5,000.00**
	Seminars & Training	406.0100	**5,000.00**
	Engineer Retainer Fee	408.1000	**3,500.00**
	General Engineer Charges	408.3100	**50,000.00**
	Heating Office	409.2290	**12,000.00**
	Heating Shop	409.2300	**2,000.00**
	Repair and Maintenance Supplies	409.2500	**1,000.00**
	Cleaning	409.2555	**4,000.00**
	Electric Office and Shop	409.3610	**15,000.00**
	Water/Sewage Office/Shop	409.3660	**4,500.00**
	Utilities - 248 Brodhead	409.3670	**0.00**
	248 Annual Excess Distribution	409.3675	**0.00**
Public Safety			
	Regional Police Contributions	410.0000	**3,000,000.00**
	Crossing Guard Salaries	410.3000	**17,000.00**
	Uniforms Crossing Guards	410.3190	**100.00**
	Fire Company Allocation	411.5400	**225,000.00**
	Firefighters Relief Fund	411.5410	**116,800.00**

GENERAL FUND EXPENSE
2027 BUDGET

	Name	Account	Budget 2027
	Fire Hydrant Rental	411.5420	**155,000.00**
	Township Fire Employee	NEW GL	**90,000.00**
	Fire Supplies/PPE	NEW GL	**50,000.00**
	Vol. Firefighter Tax Credit	411.5430	**3,500.00**
	Fire Company - Vehicle Expense Reimbursement	411.5440	**27,000.00**
	Salary Zoning Officer	413.0200	**59,000.00**
	Code Enforcement Assistant-Wages	413.0210	**0.00**
	PT- Permit Coordinator	413.0215	**0.00**
	BOCA Examiner	413.0310	**0.00**
	BOCA Appeals	413.0320	**0.00**
	Zoning Officer, Building Inspector & Code Enforcement Officers Supplies	413.0400	**19,000.00**
	State UCC Expense	413.0410	**1,200.00**
	Outside Prof Help	413.0500	**200,000.00**
	Planning and Zoning	414.0000	**15,000.00**
	Planning Commission Clerk Meetings	414.0100	**900.00**
	Planning Commission Clerk Mileage	414.0110	**50.00**
	Salary Zoning Hearing Board	414.1300	**600.00**
	Salary Planning Commission	414.1350	**1,800.00**
	Emergency Management	415.3000	**2,500.00**
	Crime Watch	409.3675	**500.00**
Public Works - Sanitation			
	Recycling	426.0100	**55,000.00**
	Residential Waste Collection	427.0000	**1,244,000.00**
	Compost ID	427.0110	**0.00**
	Refuse Billing Expenses	427.0130	**25,000.00**
	Sanitary Sewer Expenses	429.0000	**120,000.00**
	Operations Charges Sanitary Sewer	429.3000	**7,000.00**
	One Call Services	429.3010	**30,000.00**
Public Works - Highways, Roads and Streets			
	Public Works Director Salary	430.0000	**110,000.00**
	Public Works Department Wages	430.0100	**975,000.00**
	Roadmasters Salary	430.0150	**40,000.00**
	Supplies Public Works	430.2000	**5,000.00**
	Uniform/Clothing	430.2380	**17,000.00**
	CDL Testing/PA Pesticide Reg.	430.3000	**1,500.00**
	Snow and Ice Removal	432.0000	**2,000.00**
	Traffic Signals/Street Signs/Markings	433.0000	**23,000.00**
	Traffic Signalization /Maintenance	433.1000	**40,000.00**
	Street Lighting	434.0000	**0.00**
	Vehicle & Equipment Repairs	437.0000	**124,000.00**
	Small Tools	437.0100	**20,000.00**
	Equipment Rental	437.0150	**5,000.00**
	Road Materials	439.0000	**45,000.00**
	Vehicle Fuel	439.2310	**60,000.00**
Public Works - Other Services			

GENERAL FUND EXPENSE
2027 BUDGET

	Name	Account	Budget 2027
	MS4 Service*	446.0100	20,000.00
Culture - Recreation			
	Fertilization of Lawns	454.4500	17,500.00
	Field Maintenance	454.5000	15,000.00
	Park Facilites Maintenance	454.5010	15,000.00
	Flags	454.5500	4,000.00
	Shade Tree Commission	455.0000	9,600.00
	Library Contributions	456.0000	244,000.00
Debt Service			
	Debt Service*	471.0000	433,200.00
Employer Paid Benefits and Withholding Items			
	Social Security Taxes	481.1000	125,000.00
	PA Unemployment Compensation	481.4000	10,000.00
	Employee Retirement-Defined Benefit Plan	483.0100	150,000.00
	Employee Retirement-Defined Contribution Plan	483.0200	87,000.00
	Employee Retirement State Contribution	483.3000	157,000.00
	Workmens Compensation	484.0000	30,000.00
Insurance, Casualty and Surety			
	Insurance Fire/Liability/Building/ Equipment	486.0000	80,000.00
Health Insurance Benefit			
	Employee Benefits	487.1000	800,000.00
	Pension Life Insurance	487.2000	13,000.00
Unclassified Expenses			
	Miscellaneous	489.0000	8,000.00
	Easements/Rights-of-Way	489.0100	0.00
Interfund Operating Transfers			
	Capital Reserve Transfers	492.0000	64,056.00
	Animal Control Supplies		
	Transfer - Fire Protection	492.1000	0.00
	Transfer - Vehicles & Equipment	492.2000	0.00
	Transfer - Infrastructure	492.3000	0.00
	Transfer - Community Center / Recreation	492.4000	0.00
	Transfer - MS4	492.5000	0.00
	Transfer Recreation - Operating	493.0000	176,600.00
	Transfer to Fire Tax Fund	493.0150	427,000.00
	TOTALS:		10,729,956.00

RECREATION FUND REVENUE
2027 Budget

	Name	Account	Budget 2027
Interest, Rents and Royalties			
	Interest Earnings	341.0000	**100.00**
Culture - Recreation			
	Fundraisers	367.1000	**25,000.00**
	Season Passes Pool	367.1100	**90,000.00**
	Daily Pool Receipts	367.1110	**25,000.00**
	Swim Lessons	367.1120	**7,000.00**
	Pool Concession	367.1130	**20,000.00**
	Swim Team Contributions	367.1150	**800.00**
	Pavilion Rental	367.1400	**6,000.00**
	Partners/Contributions	367.1410	**5,000.00**
	Community Center Membership	367.3008	**130,000.00**
	Program Fees	367.3010	**40,000.00**
	Summer Camp Fees	367.3011	**115,000.00**
	Athletic Field Rentals	367.3020	**25,000.00**
	Gym Rentals	367.3021	**32,000.00**
	Meeting Room Rentals	367.3022	**21,000.00**
	Kitchen Rental	367.3023	**12,000.00**
	Concession Stand/Vending Machines	367.3040	**2,000.00**
	Children's Services	367.3240	**150,000.00**
	Special Events	367.3270	**5,000.00**
All Other Unclassified Operating Revenue			
	Miscellaneous	389.0000	**-**
	Refunds/Bank Charges/Return Check Charge	389.0120	**-**
	Convenience Fees	389.0150	**5,000.00**
	Gift Certificates	389.0160	**-**
Interfund Operating Transfers			
	Transfer from General Fund	392.0100	**176,600.00**
	TOTALS:		**892,500.00**

RECREATION FUND EXPENSE
2027 BUDGET

	Name	Account	Budget 2027
General Government			
	Office Equipment	400.2600	**3,000.00**
	Payroll Processing	402.2000	**6,500.00**
	Bank Charges/Fees *	402.3000	**7,000.00**
Culture - Recreation			
	Recreation Director Wages	451.1010	**82,000.00**
	Recreation Adminstration Wages	451.1020	**30,000.00**
	Front Desk Wages	451.1030	**90,000.00**
	Director of Children's Services Wages	451.1040	**48,500.00**
	Children's Services Wages	451.1050	**92,400.00**
	Programming Wages	451.1060	**15,000.00**
	Fitness Personnel Wages	451.1065	**17,000.00**
	Janitor Wages	451.1070	**20,000.00**
	Assistant Recreation Director - Programs and Special Events	451.1085	-
	Staff Supplies/Mileage	451.2000	-
	Office Supplies	451.2010	**7,000.00**
	Program Supplies	451.2020	**2,500.00**
	Preschool Supplies	451.2022	**4,000.00**
	Concession Stand Expenses	451.2030	**1,500.00**
	Fundraising Expenses	451.2080	**20,000.00**
	Repairs & Maintenance	451.2090	**6,000.00**
	Facilities Supplies	451.2100	**8,000.00**
	Activities Equipment	451.2600	**3,000.00**
	Communication	451.3200	**15,000.00**
	Background Checks	451.3300	**1,000.00**
	Advertising/Printing	451.3400	**500.00**
	Seminars/Association Fees/Training	451.3520	**3,000.00**
	Contract Service Fees	451.3530	**30,000.00**
	Utilities	451.3600	**45,000.00**
	Pool Wages	452.1400	**95,000.00**
	Pool Supplies/Maintenance	452.2010	**20,000.00**
	Pool Chemicals/Public Works	452.2020	**22,000.00**
	Pool Concession Expenses	452.2040	**10,000.00**
	Pool Manager	452.2050	**6,000.00**
	Pool Utilites	452.3600	**14,000.00**
	Camp Wages	452.5400	**25,000.00**
	Camp Supplies	454.1500	**2,000.00**
	Park Maintenance	454.3700	**8,000.00**
Employee Paid Benefits and Withholding Items			
	Social Security Taxes	481.1000	**43,000.00**
	PA Unemployment Compensation	481.3000	**10,000.00**
	Employee Retirement DCP	483.0200	**7,000.00**
	Workmen's Compensation Insurance	484.0000	-

RECREATION FUND EXPENSE
2027 BUDGET

	Name	Account	Budget 2027
Insurance, Casualty, and Surety			
	Insurance Fire/Liability/Building	486.0000	-
Health Insurance Benefits			
	Employee Benefits	487.1000	**56,000.00**
	Pension Life Insurance	487.2000	**500.00**
All Other Unclassified Expenses			
	Miscellaneous	489.0000	**100.00**
	Special Events	489.0300	**16,000.00**
	TOTALS:		**892,500.00**

HANOVER TOWNSHIP, NORTHAMPTON COUNTY PENNSYLVANIA

ORDINANCE NO. 26-_____

AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF HANOVER, COUNTY OF NORTHAMPTON, COMMONWEALTH OF PENNSYLVANIA AMENDINGS ITS CODE OF ORDINANCES BY REPEALING CHAPTER 142, SHORT-TERM RENTAL, IN ITS ENTIRETY, AND REPLACING WITH CHAPTER 142 SHORT-TERM LODGING

***WHEREAS*,** the Board of Supervisors of Hanover Township, Northampton County Pennsylvania (the "BOS") adopted Ordinance No. 19-03, the Short-Term Rental Ordinance of Hanover Township, Northampton County, Pennsylvania on July 23, 2019 (the "STR Ordinance"); and

WHEREAS, the BOS, under the powers vested in them by the "Second Class Township Code", 53 P.S. § 65101, et seq., as well as other laws of the Commonwealth of Pennsylvania seek to amend their Code of Ordinances by repealing Chapter 142 Short-Term Rental and replacing it with Chapter 142 Short-Term Lodging.

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

SECTION 1. The Township of Hanover's Code of Ordinances; Part II *General Legislation*; Chapter 142 *Short-Term Rental* is repealed in its entirety.

SECTION 2. The Township of Hanover's Code of Ordinances; Part II General Legislation is amended by adding the following:

"Chapter 142 Short-Term Lodging

§ 142-1. Short title.

This chapter shall be known as "The Short-Term Lodging Ordinance of Hanover Township, Northampton County, Pennsylvania."

§ 142-2. Scope.

This chapter applies to all Short-Term Lodging Facilities located within the Township and governs the licensing, operation, and enforcement requirements applicable to such facilities. This chapter is supplemental to, and does not replace, the requirements of the Township Zoning Ordinance, Chapter 185, governing the zoning districts in which a Short-Term Lodging Facility may be located.

§ 142-3. Interpretation.

A. This chapter is not intended to, and does not, excuse any landowner from compliance with the Township Zoning Ordinance, Chapter 185, as amended from time to time, governing the zoning districts in which a Short-Term Lodging Facility may be established. Whenever possible, this chapter and the Zoning Ordinance shall be construed and interpreted as being consistent,

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and not in conflict. In the event of an irreconcilable conflict between this chapter and the Zoning Ordinance regarding the permissibility of a Short-Term Lodging Facility at a given location, the Zoning Ordinance shall control.

B. The provisions of this chapter shall apply to all residential Dwelling Units, conversion of non-residential structures to residential dwellings, and all existing premises within the Township. The Owner of the subject property shall be responsible for compliance with the provisions of this chapter, and the failure of an Owner, person in charge, or renting occupants to comply with the provisions of this chapter shall be deemed noncompliance by the Owner.

C. This chapter does not apply to a use licensed and operated as a Hotel, Motel, Bed and Breakfast Inn, Boarding House, or Group Home under Chapter 185, provided that use is not also operated as a Short-Term Lodging Facility as defined in this chapter.

D. Tense, gender and number. Words used in the present tense include the future; words in the masculine gender include the feminine and the neuter; the singular number includes the plural and the plural singular.

E. General terms. The words "shall," "will" or "must" are always mandatory; the words "should" or "may" are permissive. The words "used for" includes "designed for," "arranged for," "intended for," "maintained for" or "occupied for." The word "building" includes "structure" and shall be construed as if followed by the phrase "or part thereof." The word "person" includes "individual," "profit or nonprofit organization," "partnership," "company," "incorporated association" or other similar entities.

F. Terms, phrases and words not defined. When terms, phrases or words are not defined, they shall have their ordinarily accepted meaning or such as the context may imply.

§ 142-4. Definitions.

For the purpose of this chapter, certain terms, phrases and words are defined as follows:

BEDROOM

Any room or space designed to be used or intended to be used for sleeping purposes. Spaces used for eating, cooking, bathrooms, toilet rooms, closets, halls, storage or utility room and similar uses are not considered bedrooms.

BOS

The Board of Supervisors of Hanover Township, Northampton County, Pennsylvania

CODE OFFICIAL

The official who is charged with the administration and enforcement of this chapter, or any duly authorized representative, including police officers of the Colonial Regional Police Department.

DWELLING UNIT

A single unit providing complete, independent living facilities for one or more persons functioning as a single household, including permanent provisions for living, sleeping, eating, cooking and sanitation, and having common housekeeping, kitchen and laundry facilities used in common by the occupants. A Dwelling Unit shall not be divided or altered, whether physically or through the terms of a rental arrangement, so as to create separate living areas for the exclusive use of a Tenant apart from the Owner or the Owner's household.

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GUEST

Any individual present at a Short-Term Lodging Facility at the invitation of a Tenant, other than the Tenant.

NON-OWNER-OCCUPIED SHORT-TERM LODGING FACILITY

A Short-Term Lodging Facility located within a Dwelling Unit that constitutes the Owner's Primary Residence, at which the Owner is not present on-site during the Tenant's occupancy beyond the temporary-absence allowance set forth in the definition of "Owner-Occupied Short-Term Lodging Facility." No Short-Term Lodging Facility shall be established or licensed under this chapter within a Dwelling Unit that is not the Owner's Primary Residence.

OCCUPANCY

The purpose for which a building or portion thereof is utilized or occupied.

OWNER

Any person, agent, operator, firm or corporation having a legal or equitable interest in the property; or recorded in the official records of the state, county or Township as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.

OWNER-OCCUPIED SHORT-TERM LODGING FACILITY

A Short-Term Lodging Facility located within a Dwelling Unit that constitutes the Owner's Primary Residence, at which the Owner is present on-site during the entire period of a Tenant's occupancy, provided that an Owner who is temporarily absent from the Dwelling Unit for a period not to exceed fourteen (14) consecutive days per rental, while otherwise continuing to maintain the Dwelling Unit as the Owner's Primary Residence, shall not be deemed to have converted the facility to a Non-Owner-Occupied Short-Term Lodging Facility.

PERSON

An individual, corporation, partnership or any other group acting as a unit.

PERSON IN CHARGE

A person or agent with actual authority to represent the Owner for purposes of contact and communication regarding the Owner's Short-Term Lodging Facilities.

PRIMARY RESIDENCE

A Dwelling Unit in which an Owner actually resides for the majority of the calendar year and which constitutes the Owner's domicile. An Owner shall be required to demonstrate Primary Residence status by providing at least two of the following, each reflecting the address of the facility: (i) a valid Pennsylvania driver's license or state-issued identification card; (ii) voter registration; (iii) the Owner's most recently filed Pennsylvania or federal income tax return; or (iv) an approved Homestead Exclusion filed with Northampton County under the Pennsylvania Homestead Property Exclusion Program. An Owner must have maintained the Dwelling Unit as the Owner's Primary Residence for no less than twelve (12) consecutive months immediately preceding the date of application for a Short-Term Lodging License, and must continue to maintain

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the Dwelling Unit as the Owner's Primary Residence for the entire duration of the license term. If a Dwelling Unit ceases to be the Owner's Primary Residence, the Owner shall notify the Township immediately, consistent with § 142-6(E)(8), and the Short-Term Lodging License for that facility shall automatically terminate as of the date the Dwelling Unit ceases to be the Owner's Primary Residence.

SHORT-TERM LODGING

The occupancy, for a period of less than thirty (30) consecutive days, of a Dwelling Unit owned or managed by a Person, by one or more Tenants, for direct or indirect compensation or other consideration, where the Dwelling Unit remains a single-household residential-living unit with common housekeeping, kitchen and laundry facilities as provided in the definition of "Dwelling Unit." A Short-Term Lodging Facility shall be either an Owner-Occupied Short-Term Lodging Facility or a Non-Owner-Occupied Short-Term Lodging Facility, as defined in this section.

SHORT TERM LODGING ANNUAL TERM

November 1 to October 31 of the following year.

SHORT-TERM LODGING FACILITY

A Dwelling Unit, including bedroom accommodations within the Dwelling Unit, used or intended to be used by one or more Tenants for temporary residential occupancy for a period of less than thirty (30) consecutive days in exchange for direct or indirect compensation or other consideration. The Dwelling Unit shall constitute the Owner's Primary Residence and shall remain a single-household residential-living unit with common housekeeping, kitchen and laundry facilities, without division or alteration to create separate living areas for the exclusive use of a Tenant apart from the Owner or the Owner's household. A Short-Term Lodging Facility shall be classified as either an Owner-Occupied Short-Term Lodging Facility or a Non-Owner-Occupied Short-Term Lodging Facility, as defined in this section. The term does not include a use licensed and operated as a Hotel, Motel, Bed and Breakfast Inn, Boarding House, or Group Home under Chapter 185, provided that such use is not also operated as a Short-Term Lodging Facility under this chapter.

SHORT-TERM LODGING LICENSE

The written grant of the right to operate a Short-Term Lodging Facility pursuant to the specific terms of the license granted to a specific Owner.

TENANT

For purposes of this chapter, the term "Tenant" shall refer to the primary individual (transient tenant) who has signed an agreement with the Owner or Owner's agent for the temporary use of a Short-Term Lodging Facility for thirty (30) consecutive calendar days or less. Such individual must be at least twenty-five (25) years of age.

TOWNSHIP

Hanover Township, Northampton County, Pennsylvania

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§ 142-5. Code Official.

The Township Board of Supervisors will appoint one (1) or more Code Officials, who may be the Township Zoning Officer or Code Enforcement Officer, or a contracted individual, firm or agency, to conduct inspections, make reports, administer and enforce this chapter. The Code Official may inspect any Short-Term Lodging Facility at the time an application has been submitted for the purpose of determining its qualification for a license or if it receives a complaint substantiated by the Zoning Officer or Code Official that the facility is in violation of the license or this chapter. Code Officials shall also include police officers of the Colonial Regional Police Department.

§ 142-6. Licensing.

A. Effective upon enactment of this chapter, all Owners must obtain a Short-Term Lodging License for all Dwelling Units intended for use as a Short-Term Lodging Facility prior to renting out a Dwelling Unit for that purpose. Operating a Short-Term Lodging Facility without a license is a violation of this chapter and is subject to the penalties set forth in § 142-14. Owners or their agents must complete the license application and submit it to the Township Zoning Officer for processing. No property may be used as a Short-Term Lodging Facility until a license has been granted.

B. The Township will prescribe the forms and procedures for processing license applications under this chapter. Owners must provide all requested information concerning the Dwelling Unit and must agree, in writing, to comply with all requirements of this chapter.

C. Short-Term Lodging Licenses are non-transferable. If Ownership of a facility changes, the new Owner(s) must complete a new license application before renting out any part of the Dwelling Unit and must pay the annual fee.

D. Upon submission of a complete license application, the Township will have thirty (30) days to inspect the property and either grant or deny the request. If after thirty (30) days the Township has not acted, the application shall be deemed denied. If denied due to lack of information, the applicant will be given the opportunity to provide the requisite information and resubmit.

E. License requirements.

(1) Every Short-Term Lodging License shall designate whether the license is for an Owner-Occupied Short-Term Lodging Facility or a Non-Owner-Occupied Short-Term Lodging Facility. A Short-Term Lodging Facility shall operate as only one such type for the entire duration of its license term. To change type, the Owner must apply for and obtain a new Short-Term Lodging License, and pay the applicable fee, before operating under the new type.

(2) The license shall only be issued in the name of the Owner(s) of the facility. An Owner must be at least eighteen (18) years of age. If an Owner is a firm or corporation, its representative must be at least eighteen (18) years of age.

(3) A separate license is required for each Short-Term Lodging Facility.

(4) Each Owner shall maintain at least Five Hundred and 00/100 ($500,000.00) Dollars in liability insurance on the facility for the full duration of the Short-Term Lodging License's Annual Term and provide proof of the same to the Township.

(5) Owner shall provide the Township a copy of the current Northampton County Hotel Room Excise Tax Certificate and current Pennsylvania Sales Tax license, if such certificate is required by applicable regulations.

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(6) Owner shall obtain and maintain a current Township Business Privilege License, if and to the extent required by the Township's Business Privilege Tax ordinance.

(7) Owner shall provide the Township a copy of the Owner's Short-Term Lodging agreement, which states that the Tenant(s) acknowledge that violation of the agreement or this chapter may result in termination of the Owner's license. Copies of executed Short-Term Lodging agreements must be provided to the Township at least three (3) business days prior to the Tenant's occupancy.

(8) All Short-Term Lodging Facilities must be either Owner-Occupied, or, if Non-Owner-Occupied, must designate a local Person in Charge. A Person in Charge, who may or may not be an/the Owner, must reside in or have an office within ten (10) miles of the facility and be able to act as the legal agent for the Owner(s). The Township must be notified, in writing, of any change of Ownership or in the identity of the Person in Charge. Where such a change is planned in advance, notice shall be provided to the Township prior to the effective date of the change. Where such a change is not planned in advance, notice shall be provided to the Township immediately upon the change occurring.

(9) The Owner or Person in Charge shall telephonically respond to the Code Official's notification within one (1) hour after being notified of a violation of this chapter or any disturbance requiring immediate remedy or abatement, and, where telephonic contact does not resolve the matter, shall physically visit the facility within two (2) hours of the initial notification to address the violation or disturbance. If the Person in Charge is not the Owner, they shall immediately advise the Owner of any notification of a violation. Owners and Persons in Charge must maintain all facilities under their Ownership and/or control in compliance with all applicable Township ordinances and regulations, and shall be liable for violations of laws and/or ordinances, including occupancy violations, at facilities under their Ownership, control, or occupancy.

(10) The condition of any facility must fully comply with the International Property Maintenance Code currently in use as adopted by the Commonwealth of Pennsylvania and other relevant laws and codes.

(11) The Owner shall limit overnight occupancy of the facility to the specific number of Tenants designated in the license.

(12) Overnight occupancy of a facility shall be limited to no more than two (2) persons per bedroom plus four (4) additional persons. Total occupancy of the facility at any time, including day guests, shall not exceed the maximum overnight occupancy permitted under the license.

(13) Density and proximity limitation.

(a) The Township reserves the right to limit the number of licensed Short-Term Lodging Facilities in any Residential Zoning District to not more than eight (8) per square mile; and

(b) A facility may not be located on a lot that is within one thousand (1,000') feet of a lot on which another Short-Term Lodging Facility is located.

(14) No on-street or yard parking will be permitted at any time. No tents are permitted. No recreational vehicles, campers, buses or other large vehicles may be parked on the property at any time. Outdoor overnight sleeping of Tenants or guests is prohibited.

(15) The Owner is responsible for any trash or noise disturbance created or caused by any Tenant or Guest, consistent with the Performance Standards set forth in §142-10. Failure to have adequate trash storage and weekly collection service, or to stop a noise disturbance, will result in a notice of violation.

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(16) Floor plan and life-safety documentation. Each application shall include an accurately drawn floor plan of the residence showing the number of bedrooms and the location of smoke alarms and carbon monoxide detectors. The floor plan must show every level of the residence and any attached structures, and the location of all windows and interior and exterior doorways. For an Owner-Occupied Short-Term Lodging Facility involving the rental of specific bedroom accommodation(s), the floor plan must clearly designate the bedroom(s) to be used for Short-Term Lodging, which must be located within the principal Dwelling Unit and not within an accessory building.

(17) No Short-Term Lodging Facility shall be established or licensed under this chapter unless the Dwelling Unit constitutes the Owner's Primary Residence, as defined in §142-4.

F. License posting requirement. Each license granted will include a public notice placard. It is the Owner's responsibility to post the notice on the front door of the facility at all times and to ensure that it remains legible.

§ 142-7. License fee.

The Short-Term Lodging License Annual Term for all Facilities runs from November 1 to October 31 of the following year. The license fee is per facility, regardless of the point in a calendar year that a license is obtained. License fees are set forth in the Township Fee Schedule, which may change from time to time, and must be paid at the time the license application is submitted for approval. If a license application is denied, the fee shall be refunded, minus an inspection fee. Otherwise, no license fee is to be prorated or refunded.

§ 142-8. License renewal.

Each Short-Term Lodging License shall be renewed annually. Failure to pay the renewal fee will immediately terminate the license. Annual renewal will not be approved unless all required licensing conditions are met, including but not limited to verification that all owed hotel and sales taxes have been paid, that all Performance Standards under § 142-11 have been satisfied, that the Owner continues to satisfy the Primary Residence requirement of § 142-4 and § 142-6(E)(17), and, where applicable, that registration as a nonconforming facility under § 142-10 remains current.

§ 142-9. Inspections.

A. All Short-Term Lodging Facilities shall be subject to inspection by the Zoning Officer or other Code Official to verify that application information, license, license renewal and/or operating requirements are being complied with.

B. The issuance of a license or inspection is not a warranty that the Dwelling Unit is lawful, safe, habitable, or in compliance with this chapter or any other applicable ordinance. Rather, the license indicates that the Dwelling Unit is either set to be inspected on a routine basis or, if inspected, met this chapter's requirements on the day and at the time of the inspection.

C. If there is reasonable cause to believe that any provision of this chapter is being violated, the BOS may cause, through an authorized representative, entry onto the Dwelling Unit for the purpose of inspection. Where an inspection of the interior of a Dwelling Unit is necessitated, prior arrangements must be made with the Owner or Person in Charge to secure access; the Owner or Person in Charge shall provide access upon such request.

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D. Annual inspection required. Each Short-Term Lodging Facility shall be inspected by the Code Official on an annual basis. The Owner is responsible for scheduling the inspection and for paying the applicable inspection fee set forth in the Township Fee Schedule. Failure to schedule and complete the annual inspection within the time period established by the Code Official shall result in suspension of the Short-Term Lodging License, pursuant to § 142-17, until the inspection is completed.

§ 142-10. Performance standards.

Every Short-Term Lodging Facility licensed under this chapter shall comply with the following standards:

A. The Dwelling Unit shall remain a single-household, residential-living unit with common housekeeping, kitchen and laundry facilities, consistent with the definition of "Dwelling Unit" in § 142-4.

B. Maximum occupancy shall be governed by the lesser of (i) the specific number of Tenants designated on the Short-Term Lodging License pursuant to §142-6(E), and (ii) the maximum occupancy permitted under the Township's adopted Property Maintenance Code.

C. No Short-Term Lodging Facility shall be made available for use by a Tenant or Guest for nonresidential purposes, including without limitation use as a reception space, party space, meeting space, or similar space for events open to the Tenant's Guests.

D. A Short-Term Lodging Facility shall operate as only one type (Owner-Occupied or Non-Owner-Occupied) for the entire duration of its license term and may not change or mix types during a licensed period except as provided in § 142-6(E).

E. No Short-Term Lodging Facility shall generate noise, vibration, glare, odor, or other effects that unreasonably interfere with a person's enjoyment of the surrounding neighborhood.

F. The Owner shall be responsible for the safety and welfare of all Tenants and Guests; for preserving the peace and quiet of the neighborhood from noise or disruptions caused by any Tenant or Guest; for maintaining the property in accordance with all applicable laws, regulations and ordinances; and for promptly reporting Tenants or Guests who violate this chapter to the appropriate Township officers and departments for enforcement purposes.

G. Each Short-Term Lodging Facility shall be subject to an annual inspection conducted in accordance with § 142-9(D).

H. The Owner shall obtain and maintain a current Township Business Privilege License, if and to the extent required by the Township's Business Privilege Tax ordinance.

I. No physical alteration shall be made to a Short-Term Lodging Facility that causes the dwelling to no longer appear as a single-family dwelling, including without limitation construction of a separate entrance for the exclusive use of a Tenant or Guest.

J. The Owner shall maintain current enrollment in, and payment of the applicable annual fee for, the Township's trash and recycling collection program for the facility, and shall be responsible for maintaining adequate trash and recycling storage at the facility between collections. Tenants and Guests shall be notified of trash and recycling collection days and any other applicable Township requirements.

K. The Owner shall comply with all applicable federal, state and local anti-discrimination and fair housing laws in making the Short-Term Lodging Facility available for use.

L. The Owner shall maintain a ledger detailing the length of stay of each Tenant and shall produce the ledger to a Code Official upon request.

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M. No Owner, Tenant, or Guest shall engage in, or permit to occur at a Short-Term Lodging Facility, any conduct that would constitute indecent exposure or open lewdness under 18 Pa.C.S. §§ 3127 or 5901, or disorderly conduct under 18 Pa.C.S. § 5503, where such conduct is visible from any adjoining or nearby property, a public street, or other public right-of-way. No Short-Term Lodging Facility shall otherwise be used in a manner that exposes adjoining or nearby properties to conduct that is lewd, indecent, or otherwise offensive to common standards of decency in the community.

§ 142-11. Marketing.

The marketing of a Short-Term Lodging Facility in which the advertised occupancy exceeds the maximum occupancy requirements permitted by the Owner's license, in which the advertised-facility type does not match the type designated on the license, or which promotes any other activity prohibited by this chapter, shall be a violation of this chapter.

§ 142-12. Notice of violation.

If it appears to a Code Official that a violation of this chapter or an issued license exists or has occurred, the Code Official shall provide a written notice of violation to the Owner, delivered personally, or by both United States first class and certified mail. The notice shall identify the facility which is the subject of the violation, enumerate the conditions which constitute the violation, cite the specific sections of this chapter or regulations violated, indicate the action required to correct the violation, and provide a time frame (established by the Code Official based upon the nature of the violation) to correct the violation. The time frame may be immediate; however, in no event shall the time to correct the violation exceed seven days.

§ 142-13. Nuisance.

In the interest of promoting the public health, safety and welfare, and minimizing the burden on Township and community services and impacts on residential neighborhoods posed by Short-Term Lodging Facilities, a violation of any provision of this chapter is declared to be a public nuisance.

§ 142-14. Violations and penalties.

A. Any violation of this chapter which has not been corrected within the time frame set forth in the notice of violation shall be enforced by action brought before a Magisterial District Judge in the same manner provided for the enforcement of summary offenses under the Pennsylvania Rules of Criminal Procedure. Any person, partnership, corporation or other entity who or which violates or permits a violation of this chapter shall, upon conviction in a summary proceeding, pay a fine of not less than Five Hundred and 00/100 ($500.00) nor more than One Thousand ($1,000.00) per violation, plus all court costs and reasonable attorney's fees incurred by the Township in the enforcement proceedings, and/or be imprisoned to the extent allowed by law for the punishment of summary offenses. Each day or portion thereof that a violation exists or continues shall constitute a separate violation. The appropriate officers or agents of the Township are hereby authorized to seek equitable relief, including injunction, to enforce compliance with this chapter. All fines, penalties, costs and reasonable attorneys' fees collected shall be paid to the Township for its general use.

B. In addition to, but not in limitation of, the provisions of this section, the Zoning Officer or Code Official may impose administrative sanctions in accordance with §142-16.

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§ 142-15. Owners severally responsible.

If the premises are owned by more than one Owner, each Owner shall jointly and severally be subject to prosecution for a violation of this chapter.

§ 142-16. Suspension, revocation, and nonrenewal of license.

A. General. In addition to the penalties set forth in §142-14, the Code Official may take administrative action against an Owner that may result in a formal warning, suspension, revocation, or nonrenewal of a Short-Term Lodging License, for violating any provision of this chapter that imposes a duty upon the Owner, and/or for failing to ensure compliance by Tenants or Guests as provided herein.

B. Available administrative actions.

(1) Formal Warning — Formal written notification of at least one violation of this chapter. Upon satisfactory compliance with this chapter and any conditions imposed by the Code Official, the formal warning shall be removed from the Owner's record when the Owner applies for license renewal at a time set by the Code Official.

(2) Suspension — The immediate loss of the privilege to rent a facility for a period of time set by the Code Official, not to exceed one year. After expiration of the suspension period, the Owner may apply for license renewal without the need to show cause, provided the Owner has paid a new license fee. Upon suspension, the Owner shall take immediate steps to evict, and disallow any further use by, all Tenants at the facility through the end of the suspension period and any unlicensed period.

(3) Revocation — The immediate loss of the privilege to rent a facility for any period of time longer than one year, or for a second or subsequent suspension of the license for the same facility. Upon revocation, the Owner shall take immediate steps to evict, and disallow any further use by, all Tenants at the facility through the end of the revocation period and any unlicensed period.

(4) Reinstatement — A Short-Term Lodging License shall be reinstated from suspension or revocation if the Owner corrects all reason(s) for the suspension or revocation, has paid a new license fee, and has paid all court penalties, if any, obtained pursuant to §142-14.

(5) Non-Renewal — The denial of an application for license renewal after expiration of any license term, due to the Owner's failure to comply with the requirements of this chapter or to correct the conditions for which the license was previously suspended or revoked. Unless otherwise prohibited by a suspension or revocation, the Township will permit the Owner to maintain Tenants at the facility until the end of the license term, but will not accept applications for renewal until a time set by the Code Official, not to exceed one year from the renewal date.

(6) Other Remedies — Nothing in this section shall limit the right, power or jurisdiction of the Township to proceed against the Owner or any Tenant or Guest under any other applicable law, regulation or ordinance, including the nuisance declaration in § 142-13 and the injunctive relief authority in §142-14.

C. Criteria for administrative action. In determining which administrative action to impose under Subsection B, the Code Official shall consider:

(1) The effect of the violation on the health, safety and welfare of the occupants of the facility and other residents of the premises.

(2) The effect of the violation on the neighborhood.

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(3) Whether the Owner has prior violations of this chapter or other Township ordinances, or has received prior notices of violation.

(4) Whether the Owner has previously been subject to administrative action under this section.

(5) The remedial action taken, or proposed to be taken, by the Owner to address the violation and prevent future violations, including any written compliance plan submitted by the Owner.

D. Notwithstanding any past or pending administrative action taken to suspend, revoke, or not renew a license under this section, upon conviction of a third offense under §142-14 within any five-year period, the Owner of the facility, and the Owner's successors, heirs and assigns, shall be disqualified from using the property as a Short Term Lodging facility for a period of two years.

E. Search warrant. Upon a showing of probable cause that a violation of this chapter or any other Township ordinance has occurred, the Code Official may apply to the Magisterial District Judge having jurisdiction in the Township for a search warrant to enter and inspect the premises.

§ 142-17. Appeals.

A. Appeals of a determination of the Zoning Officer or Code Official under this chapter to deny an application for, or to renew, a license, or to suspend, revoke, or not renew a license under § 142-16, shall be filed with the Board of Supervisors at the Township's business office within 30 days of the date of the determination appealed from.

(1) All appeals shall be in writing, signed by the appellant on forms prescribed by the Township, and accompanied by a fee established by the Township Supervisors, which may include notice, advertising, and administrative costs related to the hearing. Each appeal shall fully set forth the determination appealed from, a detailed reason or basis for the appeal, and the relief sought.

(2) The BOS shall conduct hearings and make decisions pursuant to the Act of December 2, 1968 (P.L. 1133, No. 353), the provisions of 2 Pa.C.S.A. Chapter 5, Subchapter B (relating to practice and procedure of local agencies), and 2 Pa.C.S.A. Chapter 7, Subchapter B (relating to judicial review of local agency action), also known as the "Local Agency Law."

(a) Written notice shall be given to the appellant, the Zoning Officer or Code Official, and any person who has made a timely request for the same, not less than 15 days prior to the hearing.

(b) The hearing shall be held within sixty (60) days from the date the appeal is filed, unless the appellant has agreed in writing to an extension of time.

”

SECTION 3. **SEVERABILITY**. If any section, provision or portion of this Ordinance shall be held invalid or unconstitutional by any Court of competent jurisdiction, such decision shall not affect any other section, clause, provision or portion of this Ordinance so long as it remains legally enforceable minus the invalid portion. The Township reserves the right to amend this Ordinance or any portion thereof from time to time as it shall deem advisable in the best interest of the promotion of the purposes and intent of this Ordinance, and the effective administration thereof.

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SECTION 4. **REPEALER**. All Ordinances or parts of Ordinances which are inconsistent herewith are hereby repealed.

SECTION 5. **EFFECTIVE DATE**. This Ordinance shall become effective five (5) days after 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 _____, 2026.

ATTEST:

BOARD OF SUPERVISORS,
HANOVER TOWNSHIP,
NORTHAMPTON COUNTY,
PENNSYLVANIA

By:_____
KIMBERLY LYMANSTALL,
Secretary

By:_____
SUSAN A. LAWLESS, ESQUIRE,
Chair

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RESOLUTION 26 - 18
HANOVER TOWNSHIP – NORTHAMPTON COUNTY

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

Be it **RESOLVED**, that the Board of Supervisors of Hanover Township of Northampton County hereby requests a Statewide Local Share Assessment grant of $295,082.00 from the Commonwealth Financing Authority to be used for a new Yard Waste Truck for our Public Works Department.

Be it FURTHER RESOLVED, that the Applicant does hereby designate;

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 10th day of November 2026.

ATTEST

BOARD OF SUPERVISORS
Hanover Township,
Northampton County

By: _____
Kimberly Lymanstall, Secretary
Board of Supervisors

By: _____
Susan Lawless, Chair
Board of Supervisors

I hereby certify that this Resolution was adopted by the Board of Supervisors, Hanover Township, Northampton County, this 10th day of November 2026 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 Lymanstall, Secretary
Board of Supervisors,
Hanover Township - Northampton County

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Regional Leadership – World Class Quality

www.ahequipment.com

To: Hanover Township
3630 Jacksonville, Rd
Bethlehem, Pa 18017
Attn: Marty Limpar

Quotation for (1) New Way Cobra Magnum 25-yard rear load trash truck. Body Painted in Forest Green and Mounted on a 2028 White Freightliner M2 Chassis with Cummins Engine and Allison Transmission

To include the following:

1. **7-gauge AR 400/450 Body Floor**
2. **¼' Hopper Floor and Back Liner**
3. **Access Door and Steps**
4. **Extended Tailgate Seal**
5. **Shovel and Broom Rack**
6. **Dual Bayne Revolution Cart Tippers**
7. **(2) LED mid-body back up lights**
8. **(2) Round LED integrated strobes mounted on the front bulkhead, with integrated turn signals**
9. **(2) Round LED integrated strobes (amber), reverse (clear) mounted on the upper tailgate**
10. **(2) LED Red stop/turn and (2) LED Amber Strobes mounted on the lower tailgate**
11. **(2) LED work lights with guard mounted inside upper tailgate shining in the hopper**
12. **(2) LED work lights mounted outside the tailgate shining rearward**
13. **7" Flat screen mounted the cab for rear camera**
14. **Hot Shift Pack on the go**
15. **In Cab Controls for tailgate and eject with auto tailgate locks**

Total Deliver CO-Stars 025-E22-458 Price $295,082.00

Regards,
Steve Sebastian
Product Support Manager
steves@ahequipment.com
814-490-2232

2027 Salary Increase Guidelines

Evaluation	% Increase Salary
Exceeds Normal Requirements	4
Meets Normal Requirements	3.6
Meets Some Requirements / Fails to Meet Some Requirements	2.5
Fails to Meet Minimum Requirements	0

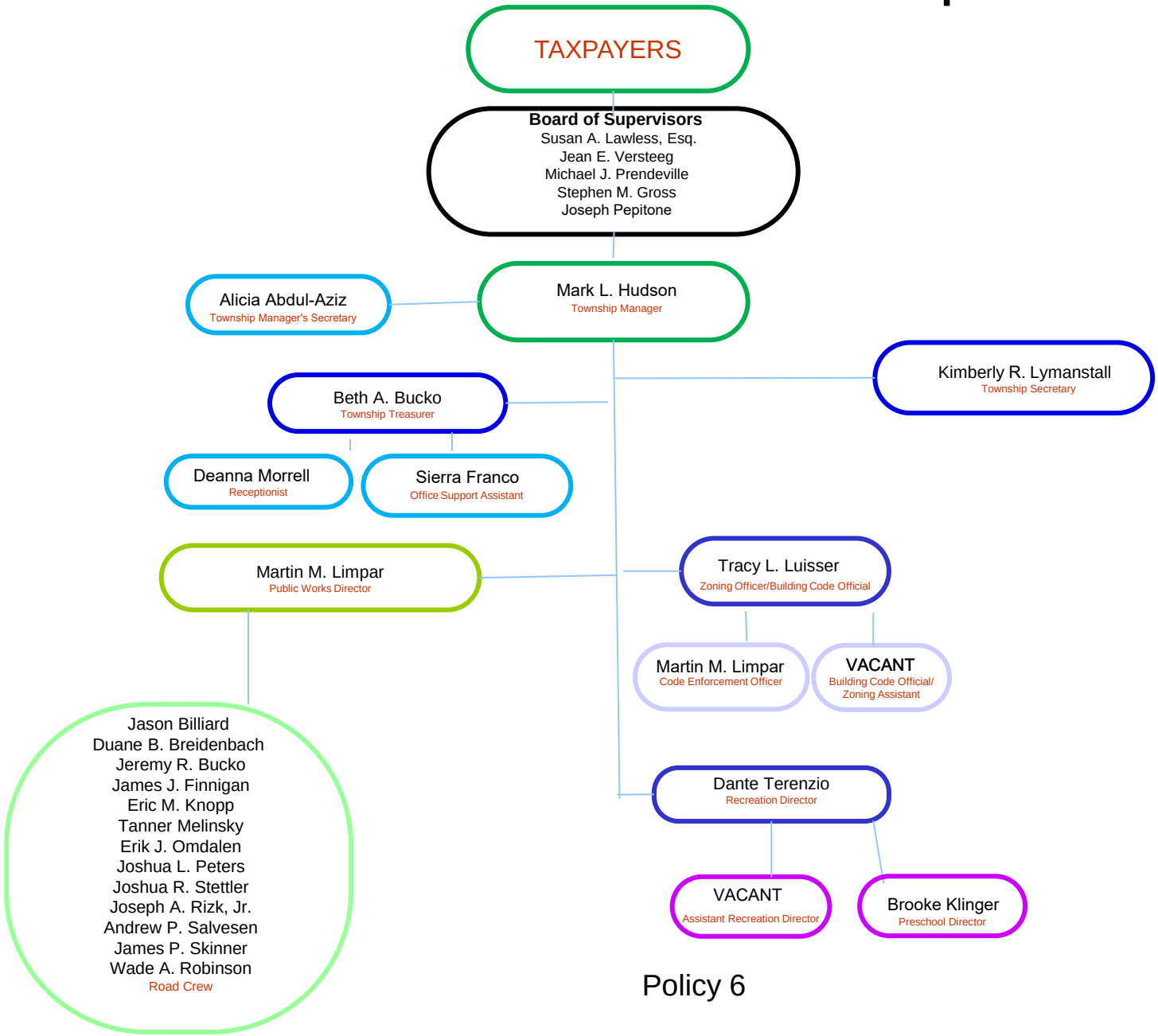
Evaluation	$ Increase Hourly
Exceeds Normal Requirements	$1.95
Meets Normal Requirements	$1.73
Needs improvement	$1.56
Fails to Meet Minimum Requirements	$0.00



Scan to Complete Survey

Link: https://qrto.org/jAriT2

Hanover Township



Policy 6

Policy 6
Organization Chart

The Township Manager shall prepare an organization chart and submit the same to the Board of Supervisors one month before the Reorganization Meeting.

In addition, an organization chart must be submitted to the Board within one month after appointment to the position of Manager.

Adopted November 10, 2026

Santa Claus Ken

Contract Agreement

Vendor: Ken Smith (Santa Claus) and Linda Smith (Mrs. Claus)

Client: Hanover Township, Northampton County

Event: Tree Lighting

Event Date: December 4, 2026

Event Time: 5:45-8:15pm

Fee: $150 x 2.5 hours

Total Cost: $375

_____

Client Signature

Vendor Signature

Santa Claus Ken

Contract Agreement

Vendor: Ken Smith (Santa Claus)

Client: Hanover Township, Northampton County

Event: Breakfast with Santa

Event Date: December 5, 2026

Event Time: 8:45-10:15am

Fee: $150 x 1.5 hours

Total Cost: $225

_____

Client Signature

Vendor Signature

HANOVER TOWNSHIP, NORTHAMPTON COUNTY
RESOLUTION 2026 - 19

A RESOLUTION OF HANOVER TOWNSHIP, NORTHAMPTON COUNTY, PENNSYLVANIA, PERMITTING THE DISPOSAL OF MUNICIPAL ASSETS

WHEREAS, Hanover Township owns assets to perform the general operational functions of a municipal government; and

WHEREAS, from time to time these assets become expendable due to the cost of repair; and

WHEREAS, the Township wishes to dispose of these assets with value, through posted public bidding, sealed bid, or auction for listed items; and

WHEREAS, the Township wishes to properly dispose of property having value.

ITEMS

2016 Chevrolet Silverado VIN # 1GC0KUE86GZ191476

NOW THEREFORE, BE IT RESOLVED AND IT IS HEREWITH RESOLVED, as follows:

SECTION 1. All "whereas" clauses are incorporated herein by reference.

SECTION II. The following is a list of property, with no value, that is to be properly disposed of:

APPROVED AND ADOPTED as a Resolution of the Township of Hanover this 10th day of November 2026.

ATTEST:

HANOVER TOWNSHIP
BOARD OF SUPERVISORS

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

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