
REGULAR SEMI-MONTHLY MEETING
September 22, 2009

The regular semi-monthly meeting of the Board of Supervisors, Hanover Township, Northampton County, Pennsylvania was called to order by Vice Chairman Glenn Walbert at the Hanover Township Municipal Building, 3630 Jacksonville Road, Bethlehem, Pennsylvania, 18017 at 7:00 P.M.

Present were Supervisors Salvesen, Nagle, and Tanczos, Engineer Birdsall, Solicitor Broughal, Public Works Director Vince Milite and Township Manager John J. Finnigan, Jr. Chairman John N. Diacogiannis was not in attendance.

The Pledge of Allegiance was performed.

Upon motion of Mr. Salvesen, seconded by Mr. Tanczos, the Board approved the Agenda.

Mr. Salvesen aye, Mr. Nagle aye, Mr. Tanczos aye, Mr. Walbert aye.

Upon motion of Mr. Salvesen, seconded by Mr. Tanczos, the Board approved the minutes, as written, from the meeting of the Board of Supervisors dated September 8, 2009. Mr. Salvesen aye, Mr. Nagle abstain, Mr. Tanczos aye, Mr. Walbert aye.

Upon motion of Mr. Salvesen, seconded by Mr. Nagle, the Board approved the List of Bills and Transfers as prepared by the Secretary-Treasurer, and to enter the signed List of Bills by the Secretary-Treasurer and the Board of Supervisors as an attachment to the minutes. Mr. Salvesen aye, Mr. Nagle aye, Mr. Tanczos aye, Mr. Walbert aye.

COURTESY OF THE FLOOR

It was noted that no one wished to offer any comment.

REPORT OF THE CHAIRMAN

Chairman John N. Diacogiannis was not in attendance.

REPORT OF THE VICE CHAIRMAN

Mr. Walbert had nothing to report.

SUPERVISOR'S COMMENTS & ROAD REPORTS

Mr. Nagle – Road District #1 – Nothing to report.

Mr. Walbert – Road District #2 – Nothing to report.

Mr. Salvesen – Road District #4 – Nothing to report.

Mr. Tanczos – Road District #5 – Nothing to report.

ADMINISTRATION

Policy 63 Credit/Debit Card Payments

Mr. Nagle moved that the Board approve Policy 63 in regard to Credit/Debit Card Payments.

Mr. Salvesen seconded the motion.

Mr. Salvesen aye, Mr. Nagle aye, Mr. Tanczos aye, Mr. Walbert aye.

Policy 63

Credit/Debit Card Payments

It shall be a policy of the Board of Supervisors (the “Board”) that the Township will accept Credit/Debit Card payments for all fees or payments with the exception of Real Estate Taxes.

A Convenience Fee will be charged when using a Credit/Debit Card.

☼	Master Card – Credit / Debit	2.45% of payment with a minimum of \$1.50
☼	Visa Card – Credit / Debit	2.45% of payment with a minimum of \$1.50

Resolution 09-21 Open Records

Mr. Nagle moved that the Board approve Resolution 09-21 in regard to the Open Records Act.

Mr. Salvesen seconded the motion.

Mr. Salvesen aye, Mr. Nagle aye, Mr. Tanczos aye, Mr. Walbert aye.

Hanover Township – Northampton County, PA

RESOLUTION # 09-21

WHEREAS, the revised Pennsylvania Right-to-Know Law, known as the Open Records Act, 65 P.S. 66.1 et. seq., requires the appointment of an Open Records Officer for the Township, the posting of certain information and various changes to the Township’s Policy Pursuant to the Open Records/Right to Know Law ; and

WHEREAS, the requirements of the revised Pennsylvania Right-to-Know Law, known as the Open Records Act, 65 P.S. 66.1 et. seq., which became effective January 1, 2009.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of Hanover Township, Northampton County, Pennsylvania hereby appoints Lori A. Stranzl, as the Open Records Officer and Francine J. Spevak and John J. Finnigan, Jr. as Deputy Open Records Officers of Hanover Township, Northampton County; and

BE IT FURTHER RESOLVED that the Board of Supervisors of Hanover Township, Northampton County, Pennsylvania hereby adopts the Open Records Policy attached hereto; and

BE IT FURTHER RESOLVED that Board of Supervisors of Hanover Township, Northampton County, Pennsylvania hereby directs that the Township Secretary post the following information in the Township Office and on the Township Website:

1. Contact Information for the Open Records Officer of Hanover Township, Northampton County;
2. Contact information for the State Office of Open Records attached hereto;
3. Request form attached hereto; and
4. The Open Records Policy adopted herein.

ADOPTED and ENACTED this 22nd day of September 2009.

Resale Certificate of Occupancy Ordinance – Advertise

Mr. Nagle moved to authorize the Township Solicitor to advertise the proposed Resale Certificate of Occupancy Ordinance for adoption.

Mr. Salvesen seconded the motion.

Mr. Salvesen nay, Mr. Nagle aye, Mr. Tanczos aye, Mr. Walbert aye.

ORDINANCE NO. _____

AN ORDINANCE OF THE TOWNSHIP OF HANOVER, NORTHAMPTON COUNTY, PENNSYLVANIA, REVISING ORDINANCE 02-01 CHAPTER 185 SECTION 185-45 BY REQUIRING A CERTIFICATE OF OCCUPANCY PRIOR TO THE TRANSFER OF OWNERSHIP OF ANY STRUCTURE, BUILDING AND/OR LAND OR PORTIONS THEREOF AND REPEALING ALL ORDINANCES INCONSISTANT HEREWITH.

Mr. Finnigan explained that the purpose of the Ordinance is to ensure homes sold in the Township are inspected to meet current health, welfare and safety codes. Mr. Salvesen questioned what the impact would be to older homes in the Township and the cost to bring the homes up to code. Mr. Broughal further explained that this inspection is different from a home inspection which a buyer may request and is more extensive; the inspection required by the Ordinance is for basic safety items and has been required in the City of Bethlehem for the last 20 years.

Minimum Municipal Obligation for 2010

Mr. Nagle noted for the record that the 2010 Minimum Municipal Obligation will be \$372,119.00 for the Township's Defined Benefit Plan and \$14,573.00 for the Township's Defined Contribution Plan.

Halloween Trick-or-Treat and Fall Festival

Mr. Nagle noted for the public that Trick-or-Treat Night will be October 30, 2009 from 6:00 PM to 8:00 PM. The Township will hold its Fall Festival on October 10, 2009 beginning at 12:00 PM on the Municipal Complex Grounds.

PLANNING & ZONING

Nothing to report.

PUBLIC WORKS

Nothing to report.

DEVELOPMENTS

Lehigh Valley Academy 1550, 1560 and 1640 Valley Center Parkway Safety and Security Update

Mr. Tanczos noted for the record that Lehigh Valley Academy has provided the Township with a Safety and Security Update which includes an annual safety and security plan, the bi-annual fire drill report and drawings which show the emergency exit maps, parent drop off and pick up maps and the AM and PM school bus routes. The file is in the Secretary's office.

Farmhouse Mews – Abraham Atiyeh Extension

Mr. Tanczos noted for the record that the Developer of Farmhouse Mews has granted the Township an extension of 90 days to review the plan.

PA Lions Eye Bank – Accept Improvements – Begin Maintenance

Mr. Tanczos moved that the Board, as recommended by the Township Engineer, with respect to Northeast Lions Club Eye Bank, accepts the improvements as complete and authorizes the start of the eighteen (18) month Maintenance Period on October 15, 2009 upon the following conditions:

1. That the developer stakes and mulches the fourteen (14) buffer trees by September 30, 2009.
2. That the developer provides the Cash Maintenance Security in the amount of \$600.00 by September 30, 2009.
3. That the developer adheres to Township Policy #25 (payment of Plans and Appeals Account charges).

Also, to notify the Developer of the Board's action.

Mr. Nagle seconded the motion.

Mr. Salvesen aye, Mr. Nagle aye, Mr. Tanczos aye, Mr. Walbert aye.

Davis Subdivision – Improvements Deadline

Mr. Tanczos moved that the Board notify the Developer of the Michael C. and Bonita Davis Subdivision to request an extension to the improvements agreement and confirm that security in the amount of \$56,120.40 remains in force by September 30, 2009, or authorize the Township Solicitor to pull the Letter of Credit in the remaining amount.

Mr. Nagle seconded the motion.

A discussion was held regarding the renewal of the Letter of Credit.

Mr. Tanczos amended his motion to read that the Board notify the Developer of the Michael C. and Bonita Davis Subdivision to request an extension to the improvements agreement and the Letter of Credit by September 30, 2009, otherwise the Township Solicitor will pull the Letter of Credit.

Mr. Nagle seconded the amended motion.

Mr. Salvesen aye, Mr. Nagle aye, Mr. Tanczos aye, Mr. Walbert aye.

Traffic Count Hanoverville and Jacksonville Roads Update

Mr. Birdsall explained that Mr. Jaindl is obligated to do a traffic count at Hanoverville and Jacksonville Roads every two years. The two year period is up on October 1, 2009. Mr. Birdsall has been unsuccessful in reaching Bruce Anderson and requests that the Board authorize him or Mr. Finnigan to notify Mr. Jaindl that the traffic count is due and should be done.

Mr. Tanczos moved that the Board authorize Mr. Birdsall or Mr. Finnigan to notify Mr. Jaindl that the traffic count is due and should be done.

Mr. Nagle seconded the motion.

Mr. Salvesen aye, Mr. Nagle aye, Mr. Tanczos aye, Mr. Walbert aye.

COURTESY OF THE FLOOR

It was noted that no one wished to offer any comment.

STAFF REPORTS

Mr. Birdsall had nothing to report.

Mr. Broughal had nothing to report.

Mr. Milite had nothing to report.

Mr. Finnigan requested Mr. Birdsall review the Act 537 Sewage Facilities Plan Update prepared by the City and noted that a Resolution will need to be approved at the next meeting. Mr. Finnigan provided a copy of the Resolution to the Board for review.

Mr. Finnigan also provided a copy of the 2010 Bethlehem Area Public Library budget and Fire Company report to the Board.

Mr. Finnigan raised a concern regarding a discrepancy between the number of seats at Prime Steak House, 325 Stoke Park Road presented by the engineer at the September 9, 2009 Board of Supervisors Meeting and the Zoning Application received. Mr. Finnigan requested that Ms. Yvonne Kutz ask them to review their application to ensure it is correct. The second issue is that in a C1 Zoning District all accessory uses must be totally confined i.e. walls and a roof therefore an outdoor patio would not be permissible. The Board agrees that the outdoor seating is okay however the number of parking spaces and number of seating needs to be clarified at the Zoning Hearing Board tomorrow night. The height of the parapet was also questioned. Mr. Finnigan requested Ms. Yvonne Kutz take a look at it.

Mr. Finnigan received a letter from RCN which was forwarded to the Board regarding their new plan called RCN Crush. The plan requires every television have a box to receive cable stations at a cost of \$2.99 per month per box. Mr. Broughal stated that a letter will be mailed tomorrow to RCN requiring a Franchise Agreement with the Township.

ADJOURNMENT

Mr. Walbert adjourned the meeting at 7:32 P.M.

Lori A. Stranzl
Secretary-Treasurer