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**REGULAR SEMI-MONTHLY MEETING  
November 23, 2010**

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

Present were Supervisors Salvesen, Nagle, Tanczos and Walbert, Attorney Nicolosi for Solicitor, Township Engineer, Public Works Director Vince Milite and Township Manager John J. Finnigan, Jr.

The Pledge of Allegiance was performed.

Upon motion of Mr. Salvesen, seconded by Mr. Tanczos, the Board approved the Agenda with an addition to Planning and Zoning and a change to Administration.  
Mr. Salvesen aye, Mr. Nagle aye, Mr. Tanczos aye, Mr. Walbert aye, Mr. Diacogiannis aye.

Upon motion of Mr. Nagle, seconded by Mr. Walbert, the Board approved the minutes, as written, from the meeting of the Board of Supervisors dated November 9, 2010.  
Mr. Salvesen aye, Mr. Nagle aye, Mr. Tanczos aye, Mr. Walbert aye, Mr. Diacogiannis aye.

Upon motion of Mr. Salvesen, seconded by Mr. Nagle, the Board approved the List of Bills and Transfers as presented by the Secretary/Asst. Treasurer, and to enter the signed List of Bills by the Secretary/Asst. Treasurer and the Board of Supervisors as an attachment to the minutes.

Mr. Salvesen aye with the exception of General Fund Check # 2168, Mr. Nagle aye with the exception of General Fund Check # 2168, Mr. Tanczos aye with the exception of General Fund Check # 2168, Mr. Walbert aye with the exception of General Fund Check # 2168, Mr. Diacogiannis aye with the exception of General Fund Check # 2168.

COURTESY OF THE FLOOR

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

REPORT OF THE CHAIRMAN

Mr. Diacogiannis noted for the record that a brief executive session was held prior to tonight's meeting to discuss personnel matters.

REPORT OF THE VICE-CHAIRMAN

Mr. Walbert updated the Board on the Colonial Regional Police Department Operating Budget for 2011 which was approved at the Colonial Regional Police meeting.

Mr. Walbert Moved that the Board approve the letter written by the Township Manager stating that we approve the 2011 Hanover Township allocation of \$1,481,269.37 towards the operation of the CRPD in compliance with Article V, Section A of the Colonial Regional Police Commissions Articles of Agreement and to send the letter to the Commission.

Mr. Nagle seconded the motion.

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

SUPERVISOR'S COMMENTS

It was noted that no one had any comments.

PLANNING & ZONING

**Public Hearing: PJ's Bethlehem LLC – Transfer of Liquor License # R-15999 to PJ's Bethlehem LLC for their facility located at 3395 Highpoint Blvd., Bethlehem, PA**

Mr. Walbert closed the regular meeting and opened the Public Hearing. It is noted for the record that the hearing has been duly advertised and the Secretary has proof of publication. A Court Stenographer is present to record all testimony. (After everyone who wishes to speak, has spoken, close the Public Hearing and re-open the regular meeting).

Mr. Walbert moved that the Board approve the following Ordinance 2010 – 8 approving the transfer of a restaurant liquor license for PJ Whelihan's:

**ORDINANCE NO. 10- 8**

**AN ORDINANCE OF THE TOWNSHIP OF HANOVER, COUNTY OF NORTHAMPTON, COMMONWEALTH OF PENNSYLVANIA, APPROVING THE TRANSFER OF RESTAURANT LIQUOR LICENSE NO. R-15999 INTO HANOVER TOWNSHIP, NORTHAMPTON COUNTY, PENNSYLVANIA FROM LEHIGH TOWNSHIP, NORTHAMPTON COUNTY, PENNSYLVANIA, PURSUANT TO THE PENNSYLVANIA LIQUOR CODE.**

Mr. Salvesen seconded the motion.  
Mr. Salvesen aye, Mr. Nagle aye, Mr. Tanczos aye, Mr. Walbert aye, Mr. Diacogiannis aye.

**Proposed Ordinance – Restricting Truck Traffic on Certain Township Roads**

Mr. Walbert moved that the Board authorize the Solicitor to advertise the Proposed Ordinance restricting Truck Traffic on Certain Township Roads for adoption at the December 21, 2010 meeting.

**ORDINANCE NO. 10- \_\_\_\_\_**

**AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF HANOVER, COUNTY OF NORTHAMPTON, COMMONWEALTH OF PENNSYLVANIA AMENDING ORDINANCE 02-01, CHAPTER 172, BY RESTRICTING TRUCK TRAFFIC ON BRIDLE PATH ROAD, CRAWFORD DRIVE, GWENMAWR ROAD, HANOVERVILLE ROAD, HARRIET LANE, JACKSONVILLE ROAD, MACADA ROAD, MARYANN LANE, NORTH COMMERCE WAY, ORCHARD LANE, PLACE ROAD, SOUTHLAND DRIVE, STOKE PARK ROAD & TOWNSHIP LINE ROAD, AND REPEALING ALL**

**ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT  
HEREWITH.**

Mr. Salvesen seconded the motion.

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

**Petition for Conditional Use: KSB Holdings LLC, 310 Stoke Park Road, for  
Conditional Use Permit for a Bakery**

Mr. Walbert moved that the Board approve to set the Conditional Use Hearing for December 21, 2010 for KSB Holdings LLC, 310 Stoke Park Road for a conditional use permit for a bakery and to authorize the Zoning Officer to advertise for the hearing.

Mr. Salvesen seconded the motion.

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

ADMINISTRATION

**Approve to Adopt Policy #66 – Waste & Recycling Billings and Collections**

Mr. Nagle moved that the Board approve the following Policy Number 66 setting the billing policies and procedures for Residential Waste and Recycling Fees:

**Policy 66**

**Waste & Recycling Billings and Collections**

In accordance with Ordinance No. 08-05 to set billing policies and procedures for Residential Waste and Recycling Fees as follows:

- 1.) Bills will be mailed by First Class U.S.P.S. on/or before February 15<sup>th</sup> of each calendar year.
- 2.) The Bills will include a Discount Period ending March 15<sup>th</sup>, which can be adjusted to the following Monday if the 15<sup>th</sup> occurs on a Saturday or Sunday. Payments must be postmarked on/or before the due date.
- 3.) All bills not paid on/or before April 15<sup>th</sup> will be subject to a late fee to be set by the Board of Supervisors.
- 4.) All fees will be due by May 1<sup>st</sup>, which can be adjusted to the following Monday if the 1<sup>st</sup> occurs on a Saturday or Sunday. Payments must be postmarked on/or before the 1<sup>st</sup>.
- 5.) Reminder Postcard #1 by May 7<sup>th</sup>.
- 6.) Reminder Postcard #2 by July 7<sup>th</sup>.
- 7.) Accounts that had a lien filed the previous year will automatically be liened if current fees are not paid on June 1<sup>st</sup>.
- 8.) Accounts with an outstanding balance, other than those liened will be turned over to an outside collection agency on or after August 1<sup>st</sup>, but no later than August 15<sup>th</sup>.
- 9.) Accounts not collected by the outside collection agency will be turned over to the Solicitor's Office for collection and liening
- 10.) Uncollected accounts will have a lien filed at the county's Prothonotary's office approximately February 1<sup>st</sup> of each year.

Mr. Salvesen seconded the motion.

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

**Approve to Amend Community Center Policy 43-3, Use of Community Center Meeting Room; Policy 43-10, Gym Rentals; Policy 43-18, Community Center Membership Fees; and Policy 43-15, Field Rentals**

Mr. Nagle moved that the Board approve to amend the following policies related to the Community Center:

**Policy 43-3**  
**Use of Community Center Meeting Room**

Use of the meeting room(s) in the Community Center shall be on a rental basis at the following rates:

Room B or C \$44.00; Room A or D \$55.00; Room A and B or Room C & D \$66.00 and the entire room \$94.00 per hour.

A \$50.00 deposit for cleanup is required. Refunded if the room is left clean and in a satisfactory condition.

Dates and items of scheduled meetings are to be arranged with the Recreation Director or their designee to avoid conflicts.

**\*Residents receive a 15% discount.**

**Policy 43-10**  
**Gym Rentals**

It shall be the policy of the Board of Supervisors, Hanover Township –Northampton County that:

1. Gym rentals will require the following before an application for rental can be approved:
  - a. Gym rentals will require a \$100 security deposit to be applied to the end of the contract dates. The security deposit will be applied to the final balance provided no damages or other incidents have resulted as a result of the rental.
  - b. Provide a valid Certificate of Insurance with Hanover Township – Northampton County listed as an additional insured under their policy for the time of rental, subject to the satisfaction of the Township Solicitor.
  - c. Provide a list of requested dates for the gym use.
2. The following rental prices will be effective January 1, 2011
  - a. Weekday rates – full gym for 1 hour - \$75 per hour; half gym for 1 hour - \$55 per hour

- b. Weekend rates (Saturday & Sunday) – full gym for 1 hour - \$75 per hour; half gym for 1 hour - \$55 per hour
  - c. Extended hours – (requires additional hours of operation and staffing): full gym for 1 hour - \$85 per hour; half gym for 1 hour - \$65 per hour; plus a \$25.00 per hour overtime attendant hourly fee.
3. All approved gym rental requests must sign an agreement of terms with Hanover Township.
  4. All approved renters will be required to abide by all Hanover Township Policies and Procedures and sign the form.
  5. Refund policy for rentals
    - a. Cancellation 30 days or more prior to the scheduled date/event - \$5.00 service charge
    - b. Cancellation 7 or more days prior to the scheduled date/event – 50% of rental fees will be due
    - c. Cancellation less than 7 days prior to scheduled date/event – 100% of rental fees will be due

**Policy 43-15**  
**Field Rental Policy**

It shall be the policy of Board of Supervisors that all official requests for rentals of the Township Fields will be as follows:

Fields:

- Crawford Park Upper
- Crawford Park Lower
- Municipal Tract Baseball Field
- Municipal Tract Softball Field
- Municipal Tract Upper Field
- Municipal Tract Lower Field
- Pharo Park

Permits may be requested for Fall/Winter dates starting July 1<sup>st</sup>  
 Spring/Summer permits may be requested starting January 1<sup>st</sup>  
 All permits are on a first come first serve basis

Fall/Winter:           September 1<sup>st</sup> through February 28<sup>th</sup>  
 Spring/Summer:       March 1<sup>st</sup> through August 30<sup>th</sup>

Fees:

- Soccer/Lacrosse/Football

- \$20 per field/per two hour window (minimum (pro-rate additional time accordingly- 1 hr. \$10))
- \$100 per field/all day use

Baseball/Softball

- \$35 Permit per season
- \$5 per day per field fee

Any organized team or league use must have a permit for field and the following conditions apply. Permits will be issued at the Community Center: Payment is due immediately, list of dates and Certificate of Insurance listing Hanover Township – Northampton County as an additional insured, satisfactory to the Township Solicitor (minimum of \$500,000) must be provided at time of request.

Policies and Conditions for all rentals and permits must be signed.

**Policy 43-18**  
**Community Center Membership Fees**

**It shall be the policy of the Board of Supervisors, Hanover Township – Northampton County to establish Community Center Membership Fees. Fees effective January 1, 2011 are as follows:**

	<u>Resident</u>	<u>Non-Resident</u>
<u>Basic</u>		
<b>Family</b>	<b>\$140.00</b>	<b>\$220.00</b>
<b>Adult</b>	<b>\$82.00</b>	<b>\$128.00</b>
<b>Student</b>	<b>\$67.00</b>	<b>\$106.00</b>
<b>Senior (62+)</b>	<b>\$67.00</b>	<b>\$106.00</b>
<u>Full-Service</u>		
<b>Family</b>	<b>\$520.00</b>	<b>\$760.00</b>
<b>Adult</b>	<b>\$270.00</b>	<b>\$405.00</b>
<b>Student</b>	<b>\$126.00</b>	<b>\$190.00</b>
<b>Senior (62+)</b>	<b>\$126.00</b>	<b>\$190.00</b>
<b><u>New Memberships</u></b>		
Program Membership-Families Only	\$75.00	\$120.00
Basketball Membership-Adult Only	\$67.00	\$106.00

***Program Membership*** for a family would entitle the family to discounted program rates. The majority of our programs are target age 3 to 12; this would encourage more memberships as we will be increasing the “non-member” program fee. Membership entitles one person to one program session excluding children services & cheerleading.

**Basketball Membership** for an adult would give access only to the use of the basketball gym. This membership would not give the discounted fee for aerobics or fitness room as the Basic Membership does. Encouraging more members who are interested in only the use of the basketball gym.

Mr. Salvesen seconded the motion.

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

**Approve to Adopt Community Center Policy 43-21, Pavilion Rental' Policy 43-22, Birthday party Rentals (Children); Policy 43-23, Pool Fees and Policy 43-24, Park Fees**

Mr. Nagle moved that the Board approve to adopt the following policies relating to the Community Center:

**Policy 43-21**  
**Pavilion Rental**

It shall be the policy of the Board of Supervisors, Hanover Township – Northampton County to establish Pavilion Rental fees. Fees effective January 1, 2011 are as follows:

Less than 125 People	\$75.00
Over 125 People	\$150.00

**\*Residents receive a 15% discount**

**Policy 43-22**  
**Birthday Party Rentals (Children)**

It shall be the policy of the Board of Supervisors, Hanover Township – Northampton County to establish Birthday Party Rental fees for Children. Fees effective January 1, 2011 are as follows:

**Member**

1 - 10 Children	\$85.00
11 - 20 Children	100.00
21 - 30 Children	115.00

**Non-Member**

1 - 10 Children	110.00
11 - 20 Children	130.00
21 - 30 Children	150.00

**Policy 43-23**  
**Pool Fees**

It shall be the policy of the Board of Supervisors, Hanover Township – Northampton County to establish Hanover Pool Fees. Fees effective January 1, 2011 are as follows:

<b><u>Resident Rates</u></b>	<b>2011 Rate</b>	<b>2011 HTCC Member Discounted Pool Rate</b>
Family	\$110.00	\$91.00
Adult	83.00	68.00
Sr. Citizen	42.00	35.00
Youth	47.00	39.00

<b><u>Non-Resident Rates</u></b>	<b>2011 Rate</b>	<b>2011 HTCC Member Discounted Pool Rate</b>
Family	266.00	225.00
Adult	152.00	125.00
Sr. Citizen	106.00	90.00
Youth	109.00	92.00

<b><u>Weekday</u></b>	<b>2011 Rate</b>
Sr. Citizen (62+)	6.00
Youth (under 18)	6.00
Adult	8.00

<b><u>Weekend/Holiday (July 4<sup>th</sup> &amp; Labor Day)</u></b>	<b>2011 Rate</b>
Sr. Citizen (62+)	7.00
Youth (under 18)	7.00
Adult	9.00

**After 5 p.m. \$2.00**  
**Sr. Citizen (65+) Lifetime Pass \$55.00**

<b><u>Children Pool Party Rentals</u></b>	<b>2011 Rate</b>
Member	\$85.00
1 – 10 Children	100.00
11 – 20 Children	115.00
21 – 30 Children	115.00
Non-Member	110.00
1 – 10 Children	130.00
11 – 20 Children	150.00
21 – 30 Children	150.00

Over thirty attending: Special Pricing: Life Guard fee of \$25.00 per party at the pool.



**Policy 43-24**  
**Park Fees**

It shall be the policy of the Board of Supervisors, Hanover Township – Northampton County to establish Hanover Park Fees. Fees effective January 1, 2011 are as follows:

	<b><u>With HTCC</u></b> <b>Membership</b>
Family with up to 2 children	\$20.00 \$10.00 Per additional child

	<b><u>Without HTCC</u></b> <b>Membership</b>
Family with up to 2 children	\$50.00 \$10.00 Per additional child

\*A \$50.00 charge would include basic family membership privileges to the HTCC for the length of the park program (8 weeks).

Mr. Salvesen seconded the motion.

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

**Approve to Adopt Resolution 2010- 17, 2011 Fee Schedule**

Mr. Nagle moved that the Board approve to adopt Resolution 2010-17, 2011 Fee Schedule, effective January 1, 2011 as presented by the Township Manager:

**HANOVER TOWNSHIP**  
**NORTHAMPTON COUNTY**  
**Resolution 10-17**

WHEREAS, various ordinances of the Township of Hanover allow for the setting of fees by Resolution to defer the cost of their administration, and

WHEREAS, in keeping with good practice, the Board of Supervisors periodically reviews the schedule of fees and makes appropriate revisions thereto, and

WHEREAS, the Board of Supervisors of Hanover Township periodically reviews the schedule of fees and makes appropriate revisions thereto, and

NOW, THEREFORE, BE IT RESOLVED, let it be resolved and enacted that the schedule of fees attached hereto are established as contained herein and that this Resolution shall replace the schedule of fees for Building Permits; Mechanical, Electrical, Sprinkler, Hood & Suppression and Alarm Permits; Plumbing Permits; Use & Occupancy Permits – Certificate of Occupancy; Swimming Pool & Spa Permit; Yard Sales; Zoning Permits; Signs; Special Permits; Miscellaneous and Subdivision and Land Development Plan Application – Fee Schedule effective January 1, 2011.

**HANOVER TOWNSHIP PERMIT FEE SCHEDULE**  
**Effective January 1, 2011**

Description	Fee
Assessed fee per the Commonwealth of Pennsylvania Act 13 of 2004 (subject to change without notice)	4.00 per each UCC Permit
Plan Review Fee Deposit (Residential) non-refundable	35.00
Plan Review Fee Deposit (Non-Residential) non-refundable	150.00 per permit type
<b>Building Permit*</b>	
<b>New structures/dwellings, additions including sunrooms, patio enclosures, finished basements, interior and exterior alterations, structures, decks, including accessory building, and garages</b>	
RESIDENTIAL - New dwellings	0.23 per sq ft
<ul style="list-style-type: none"> <li>• Renovations &amp; Repairs</li> </ul>	155.00 <500 sq ft, Plus 0.23 each additional sq ft
Decks, Patios (with frost footers)	230.00
Decks, Patios with Roof	455.00
Enclosed Additions	455.00
COMMERCIAL and NON-RESIDENTIAL NEW STRUCTURES	775.00 first 10,000 sq ft 0.40 each additional sq ft
<ul style="list-style-type: none"> <li>• Additions interior and exterior alterations, including tenant fit-outs</li> </ul>	275.00 up to \$4,999.00 of cost plus 23.00 each additional \$1,000
Demolition Permit & Underground Storage Tank Removal	100.00
Cell Towers	500.00
<b>Mechanical, Electrical, Sprinkler, Hood &amp; Suppression and Alarm Permits*</b>	
<b>(Non-Residential Based on cost of construction)</b>	
<ul style="list-style-type: none"> <li>• Residential</li> </ul>	125.00
<ul style="list-style-type: none"> <li>• Up to \$3,499.99</li> </ul>	125.00
<ul style="list-style-type: none"> <li>• \$3,500.00 to up to \$4999.99</li> </ul>	155.00
<ul style="list-style-type: none"> <li>• \$5,000.00 to \$7,499.99</li> </ul>	200.00
<ul style="list-style-type: none"> <li>• \$7,500 to 10,000</li> </ul>	225.00
<ul style="list-style-type: none"> <li>• Over \$10,000</li> </ul>	225.00 plus \$15.00 per \$1,000.00
Alarm Registration (required for new or existing or when transferred)	20.00
<b>Plumbing Permit*</b>	
New Construction Alteration and Repairs – ( Base Fee plus each Fixture or Trap)	125.00 – Residential 155.00 – Residential New Construction 155.00 - ( non-residential ) plus 50.00 1-10 Fixtures or traps 25.00 each additional 10 fixtures or traps
Sprinkler	Based on Mechanical & Electrical Permit Fee Schedule
Master Plumber s License	50.00
<b>Use &amp; Occupancy Permit – Certificate of Occupancy</b>	
New Construction and Moving In/Out	20.00
Residential Resale	50.00
Residential Rental Property – Registration	50.00 per unit registration
Residential Rental Property – Inspection	50.00 per unit
Residential (Re-Inspection Fee – all permit types)	75.00 per unit

Commercial – Resale	200.00 under 10,000 s.f. 375.00 over 10,000 s.f.
Change of Use (Zoning Approval Required)	200.00
Commercial Re-inspection, all non residential permit types	175.00 - Commercial

<b>Swimming Pool and Spa Permit</b>	
Above-ground – (new or re-installed)	90.00
In-ground – Grading Plan Required	280.00
Hot Tub or Spa, Sauna	170.00
Use & Occupancy (all pool types including air blown pools)	75.00
<b>Yard Sale – One sign permitted on the premises</b>	
	No Charge
<b>Zoning Permit</b>	
Residential – Fences, Sheds, Re-roof, Replacement Windows and Siding	90.00
Alarm Registration (required for new or existing or when transferred)	20.00
Curb and Sidewalk - Residential	65.00
Curb cut and sidewalk – Commercial, Non-Residential	75.00
Driveway - Residential (New, replace or enlargement)	40.00
Driveway – Commercial	75.00
Earth Moving Permit	275.00
Fence – Commercial	200.00
Home Occupation	40.00
Patio without a footer	90.00
Solicitation	50.00
<b>Signs</b>	
Banner Sign or Temporary Sign	\$75.00
Pylon Sign (New or Change in sign face)	150.00 (30 sq. ft.) 0.30 each additional sq. ft.
Monument Sign (30 sq ft)	100.00 (30 sq. ft.) 0.30 each additional sq. ft.
<b>Special Permits</b>	
Conditional Use	800.00
Zoning Appeal	600.00 – Residential 1,000.00 – Commercial, Non-Residential
Continuance Request – Applicant	175.00
UCC Building Code Appeal	600.00 – Residential 1,000.00 – Non-Residential

<b>Miscellaneous</b>	
Copies, Black and White	0.25 per copy
Copies, Plans and Blue Prints	7.50 each
Compost Center Cards	15.00
Recycling Bin	12.00
Recycling – Lid only	5.00
Trash Certification	15.00
Postage & Shipping	Actual cost per USPS or other carriers
Hold Harmless Indemnification Agreement (Owner is responsible for all costs over and above the minimum fee)	125.00 minimum charge
Official Township Map	5.00 each
Zoning Map	7.50 each
Comprehensive Plan	25.00
S.A.L.D.O.	25.00
Zoning Ordinance	25.00
Liquor License Transfer (Applicant is responsible for all related costs over and above the minimum deposit fee)	2,000.00 (Deposit)

**SUBDIVISION AND LAND DEVELOPMENT  
PLAN APPLICATION – FEE SCHEDULE**

**Submission Type**

**PRELIMINARY PLAN or FINAL PLAN or PRELIMINARY FINAL PLAN  
Original Submission**

**RESIDENTIAL**

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

**NON-RESIDENTIAL**

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

**Each Revision – 50% of Original Submission Fee**

**LOT LOCATION PLAN**

Original Submission	200.00
Each Revision	110.00

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

Mr. Salvesen seconded the motion.

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

**Introduction of Amended Policy 7, Bond for Secretary/Asst. Treasurer; Policy 24, Expenditure Funds and Introduce Proposed Policy 67, Petty Cash – Municipal Office; Policy 68, Petty Cash – Community Center**

The following Policies were distributed by the Township Manager for review and will be adopted at the December 21, 2010 meeting.

**Policy 7**  
**Bond for Secretary/ Assistant Treasurer**

The Secretary/Assistant Treasurer is not authorized to sign checks or withdraw money except should a situation arise where she must assume the duties of the Treasurer. At such time her bond (\$50,000.) shall be increased to the prescribed \$2,000,000 and the Board of Auditors shall be so notified. Upon relinquishing these duties the procedure shall be properly reversed, including the cancellation of signature authorizations at the various Township Depositories.

**Policy 24**  
**Expenditure Funds**

The Township Manager & Treasure will have the authority to expend Township Funds without Board approval up to \$15,000.00. Purchases in excess of \$15,000 require the approval of the Chairman of the Board of Supervisors, followed by authorization of the entire Board.

**Policy 67**  
**Petty Cash – Municipal Office**

It is the policy of the Board of Supervisors that Petty Cash accounts for the following purposes are established at the Municipal Offices:

General Petty Cash:	\$100.00
Waste & Recycling:	\$200.00
Sewer	\$50.00

The custodian of all Petty Cash accounts shall be the Treasurer. The General Petty Cash Fund shall be used to reimburse Township Staff for purchases made on behalf of the Township up to a **maximum** of \$20.00. All disbursements from the Petty Cash accounts require the appropriate documentation, approval and receipts.

Checks for replenishment shall be made payable to the Petty Cash Custodian and the funds shall be placed in a locked box, draw or file cabinet.

**Policy 68**  
**Petty Cash – Municipal Office**

It is the policy of the Board of Supervisors that Petty Cash accounts for the following purposes are established at the Community Center:

General Petty Cash:                 \$100.00

Children’s Services                 \$80.00

The custodian of all Petty Cash accounts shall be the Treasurer. The General Petty Cash Fund shall be used to reimburse Community Center Staff for purchases made on behalf of the Community Center up to a **maximum** of \$20.00. The Preschool Petty Cash Fund shall be used to reimburse Children’s Services Staff for purchases made on behalf of the Township specifically for Children’s Services up to a **maximum** of \$20.00. All disbursements from the Petty Cash accounts require the appropriate documentation, approval and receipts.

Checks for replenishment shall be made payable to the Petty Cash Custodian and the funds shall be placed in a locked box, draw or file cabinet.

**Discussion of 2011 Proposed Recreation Budget**

Recreation Director Cathy Heimsoth was present to review and discuss the 2011 Recreation Budget with the Board.

Mr. Diacogiannis thanked Cathy and her staff for the hard work they put in to prepare the budget and commented that he sees a definite change for the upcoming budget.

**PUBLIC WORKS**

There were no items on the Agenda.

**DEVELOPMENTS**

**HCC 2 – Maintenance Status – Roads**

Mr. Birdsall updated the Board on the roads and the remaining items that need to be completed.

**Authorize Signatures – Second Amendment to Subdivision Improvements Agreement (Hanover Corporate Center 2) and Fifth Amendment to Subdivision Improvements Agreement Jaindl Land Company**

Mr. Tanczos moved to authorize the Chairman and Secretary to execute the Second Amendment to Subdivision Improvements Agreement (Hanover Corporate Center 2) and Fifth Amendment to Subdivision Improvements Agreement Jaindl Land Company.

Mr. Nagle seconded the motion.

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

### **LVCC II, Lots 5 and 6 – Extension Request**

Mr. Tanczos moved that the Board approve to grant the developer of LVCC II Lots 5 and 6 a one (1) year extension to December 18, 2011 to meet the Record Plan Conditions and to notify the Developer of the Board's action.

Mr. Walbert seconded the motion.

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

### **Hanover Highlands Lot 2 – Sotel – Extension Request**

Mr. Tanczos moved that the Board approve to grant the Developer of Hanover Highlands Lot 2, Sotel Enterprises, a one (1) year extension to December 10, 2011 to meet the conditions of Record Plan for the Conditional Approval and to notify the Developer of the Board's action.

Mr. Walbert seconded the motion.

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

### **LVIP IV Lot 46, DBSi – Omega Assets – Maintenance Inspection**

It was noted that Hanover Engineering will follow up on this.

### **LVCC II – Note for the Record**

It was noted for the record that Liberty Property Trust notified the Township that they are willing to grant Hanover Engineering a two to three week extension to perform the final inspection of LVCC II; however immediately after the inspection that they are delivered a copy of the deficient items and subsequently receive assistance in expediting the release of Maintenance Bond #929450995.

### **Northgate II Lot 3 – Airport Commons – Status Update**

Mr. Tanczos moved that the Board, as recommended in Hanover Engineering Associates' letter dated November 17, 2010, to authorize the Solicitor to pull the Letter of Credit #132225541 with Univest National Bank and Trust for Northgate II Lot 3, Airport Commons Partners in the full amount of \$146,013.00 for sink hole repair, embankment stabilization and completion of secured Site Plan Improvements.

Mr. Walbert seconded the motion.

Mr. Salvesen aye, Mr. Nagle aye, Mr. Tanczos aye, Mr. Walbert aye, Mr. Diacogiannis 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 updated the Board on the Leaf Pick-up.

Mr. Finnigan reported on the following:

- Eagle Scout plaque has been ordered and we can go back until 1999 for proclamations for eagle scout awards

- Distributed the Fire Company report
- Reported on a meeting he attended at the City of Bethlehem regarding EIT funds owed to the Township from 2006 to 2009
- Distributed the Liquid Fuels report from the Auditor General
- Reported that Charlie Paris, PennDOT representative was here measuring the roads in the Valley View Phase I, Monocacy Farms Subdivision and the Davis Subdivision. Mr. Finnigan noted that he needs to get the Deeds of Dedication from the Davis', who are technically the Owners'; however they are driving to Florida for Thanksgiving. The Deeds have been sent down to them electronically; they will get them notarized and send them back. In anticipation of receiving the Deeds back, he would need a motion authorizing the Chairman and Secretary to sign the resolution accepting the Deeds of Dedication for Michael C. and Bonita M. Davis Subdivision.

Mr. Walbert moved that the Board approve to authorize the Chairman and Secretary to sign the Resolution accepting the Deeds of Dedication for Michael C. and Bonita M. Davis Subdivision.

Mr. Nagle seconded the motion.

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

- Reported that we were notified that the State has grant money available and we would need a resolution passed to apply for the grant. Need authorization for the Chairman and Secretary to sign the Resolution to apply for grant funds through PennDOT.

Mr. Salvesen moved to authorize the Chairman and Secretary to sign a Resolution authorizing the Township Manager to apply for grant funds through the Pennsylvania Department of Transportation.

Mr. Nagle seconded the motion.

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

- Distributed resolutions for Tax Levy, Act 511 Taxes and Sewer Districts that coincide with the adoption of the budget, which will be approved at the December 21<sup>st</sup> meeting
- Distributed changes to the Employee Handbook for review. Changes will be effective January 1, 2011 and will be adopted at the December 21<sup>st</sup> meeting

Upon motion of Mr. Walbert, seconded by Mr. Salvesen, the Board approved adjournment at 8:30 P.M.

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

Lori Stranzl  
Township Secretary



