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**REGULAR SEMI-MONTHLY MEETING**  
**October 14, 2014**

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

Present were Supervisors Salvesen, Nagle, Tanczos and Walbert, Engineer Brien Kocher, Solicitor James Broughal, Director of Administration/Treasurer Ryan Kish, Public Works Director Vince Milite and Township Manager John J. Finnigan, Jr.

The Pledge of Allegiance was performed.

Upon motion of Mr. Nagle, seconded by Mr. Salvesen, the Board approved the Agenda. Mr. Salvesen aye, Mr. Nagle aye, Mr. Tanczos aye, Mr. Walbert aye, Mr. Diacogiannis aye.

Upon motion of Mr. Nagle, seconded by Mr. Salvesen, the Board approved the minutes, from the meeting of the Board of Supervisors dated September 23, 2014. 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 dated October 14, 2014 as presented by the Township Secretary/Assistant Treasurer; and to enter the signed List of Bills by the Secretary/Assistant Treasurer and the Board of Supervisors as an attachment to the minutes. Mr. Salvesen aye, Mr. Nagle aye, Mr. Tanczos aye, Mr. Walbert aye, Mr. Diacogiannis aye.

**COURTESY OF THE FLOOR**

Renee Steffi, President of Traditions of America Homeowners Association was present to thank the Board and the professional staff with all their help during the development process and stated that all the houses have been sold and they are happy to be part of the Township.

**REPORT OF THE CHAIRMAN**

Mr. Diacogiannis he, as well as Mr. Finnigan and Mr. Kish attended an insurance seminar with Brown and Brown of the Lehigh Valley to discuss the possibility of forming an insurance pool with other municipalities for property and liability coverage.

**REPORT OF THE VICE-CHAIRMAN**

Mr. Walbert had nothing top report.

**SUPERVISOR'S COMMENTS**

Mr. Nagle – Road District #1, had nothing to report; but distributed the Library Proposed Budget for 2015 and noted there is no increase to the Township.

Mr. Walbert – Road District #2, had nothing to report.

Mr. Salvesen – Road District #3, had nothing to report.

Mr. Tanczos – Road District #4, had nothing to report.

Mr. Diacogiannis – Road District #5, had nothing to report.

#### APPOINTMENTS AND RESIGNATIONS – BOARDS, COMMISSIONS AND COMMITTEES

##### **Accept the Resignation of Paul A. Balla from the Hanover Township Zoning Hearing Board**

Mr. Salvesen moved that the Board approve to accept, with regret, the resignation of Paul A. Balla from the Hanover Township Zoning Hearing Board effective January 1, 2015 and to send a letter to Mr. Balla thanking him for his many years of service.

Mr. Nagle seconded the motion.

Mr. Diacogiannis noted that in the future, anyone resigning from a Board or Commission, the letter should be signed by the Board members and office staff no matter how long they have served.

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

#### PLANNING & ZONING

##### **Zoning Hearing Petition – Richard V. Sciarra, 4387 Loraine Lane – Requesting Zoning Relief from the Provisions of the Ordinance.**

Applicant is requesting zoning relief from the provisions of the ordinance for a 16 x 15 covered concrete patio which replaces a wooden deck.

Mr. Walbert recommended that the Board not send the Solicitor and Engineer and to let the Zoning Hearing Board handle the petition.

#### ADMINISTRATION

##### **2015 Proposed Budget Distribution**

Mr. Kish distributed the 2015 proposed budget and noted that the Recreation budget has an 8.5 percent decrease in the revenues and expenses and Rob Cepin will be at the next meeting to answer any questions regarding their budget. Mr. Kish noted that the general fund budget has 8.5 increase which includes a new aerial fire truck and playground equipment for Macada North Park but does not include the Community Center Sinking Fund payments because that will be paid off by the end of the year.

##### **Authorize Signature of Contract with Goodtime Amusements LLC**

Mr. Nagle moved that the Board approve to authorize the Chairman to sign the contract with Goodtime Amusements, LLC for the Hanover Carnival in May 2015 at a flat fee of \$1,500 and 20% of gross receipts for all rides.

Mr. Salvesen seconded the motion.

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

**Authorize Solicitor to Advertise Adoption of Proposed Emergency Response Reimbursement of Costs Ordinance**

Mr. Nagle moved that the Board approve to authorize the Township Solicitor to advertise for the adoption of the Proposed Emergency Response Reimbursement of Costs Ordinance.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE TOWNSHIP OF HANOVER, NORTHAMPTON COUNTY, PENNSYLVANIA AMENDING THE CODE OF ORDINANCES OF THE TOWNSHIP OF HANOVER NORTHAMPTON COUNTY, BY ADDING CHAPTER 84, EMERGENCY RESPONSE PAYMENT REIMBURSEMENT, AND REPEALING ALL ORDINANCES INCONSISTENT HEREWITH

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

**Authorize Solicitor to Advertise Adoption of Proposed Amendment to Chapter 118 – Noise of the Code Ordinances**

Mr. Nagle moved that the Board approve to authorize the Township Solicitor to advertise for the adoption of the proposed amendment to the Code Ordinances in regards to Chapter 118 – “Noise”:

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE TOWNSHIP OF HANOVER, NORTHAMPTON COUNTY, PENNSYLVANIA: AMENDING CHAPTER 118 NOISE OF THE CODE OF ORDINANCES OF THE TOWNSHIP OF HANOVER, NORTHAMPTON COUNTY, PENNSYLVANIA, BY REPEALING CHAPTER 118 OF THE CODE OF ORDINANCES IN ITS ENTIRETY AND REPLACING IT AS SET FORTH HEREIN.

PURSUANT TO THE AUTHORITY CONTAINED IN THE SECOND CLASS TOWNSHIP CODE, AS AMENDED, THE BOARD OF SUPERVISORS OF HANOVER TOWNSHIP, NORTHAMPTON COUNTY, PENNSYLVANIA, DOES HEREBY ENACT AND ORDAIN AS FOLLOWS:

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

**Adopt Resolution 2014-9, Appointing Liaison (s) for the Purpose of Sharing Confidential Tax Information**

Mr. Nagle moved that the Board approve to adopt Resolution 2014-9, appointing Lori A. Stranzl, Ryan P. Kish and John J. Finnigan, Jr. as the Township’s Liaisons to share confidential tax information with Berkheimer Tax Administrators.

RESOLUTION 2014-9

A RESOLUTION OF THE BOARD OF SUPERVISORS OF HANOVER TOWNSHIP, NORTHAMPTON COUNTY, PENNSYLVANIA, AUTHORIZING, EMPOWERING AND DIRECTING THE PROPER OFFICERS OF THE BOARD OF SUPERVISORS TO APPOINT A LIAISON BETWEEN IT AND BERKHEIMER, THE DULY APPOINTED COLLECTOR

OF LOCAL TAXES FOR THE DISTRICT, FOR THE EXPRESS PURPOSE OF SHARING  
CONFIDENTIAL TAX INFORMATION WITH THE DISTRICT FOR OFFICIAL  
PURPOSES.

WHEREAS, the Local Tax Enabling Act (“LTEA”), authorizes certain political subdivisions, including HANOVER TOWNSHIP, NORTHAMPTON COUNTY, to provide for the creation of such bureaus or the appointment and compensation of such officers, clerks, collectors and other assistants and employees as may be deemed necessary for the assessment and collection of taxes imposed under the authority of that Act; and

WHEREAS, HANOVER TOWNSHIP, NORTHAMPTON COUNTY, has entered into contractual agreement with BERKHEIMER of Bangor, Pennsylvania, whereby and where under CLIENT appointed Berkheimer to collect certain local taxes; and

WHEREAS, the LTEA specifically mandates that any information gained by the appointed tax officer, his agents or by any other official or agent of the taxing district, as a result of any declarations, returns, investigations, hearings or verifications required or authorized by the taxing municipality's ordinance or resolution, be kept confidential, except for official purposes; and

WHEREAS, any person who divulges any information which is confidential under the provisions of any ordinance or resolution, upon conviction may be subject to fines and/or imprisonment, upon conviction, and dismissal from office or discharge from employment; and

WHEREAS, Berkheimer requires passage of a resolution by the Board of Supervisors of HANOVER TOWNSHIP, NORTHAMPTON COUNTY specifying that said confidential information is needed for official purposes and absolving Berkheimer from any liability in connection with the release of said confidential information as hereinafter set forth.

NOW, THEREFORE, BE IT RESOLVED that:

1. THE BOARD OF SUPERVISORS OF HANOVER TOWNSHIP, NORTHAMPTON COUNTY hereby **appoints Lori A. Stranzl, Ryan P. Kish and John J. Finnigan, Jr.** as **its authorized representatives to make requests** upon and receive any and all tax information and records **from Berkheimer**, relative to the collection of taxes for CLIENT, as desired and deemed necessary by CLIENT, to be used for official purposes only; and

2. Berkheimer is hereby directed to provide and/or transmit any and all tax information and records, or any portion thereof, relating to the collection of taxes for the CLIENT, upon request, to **Lori A. Stranzl, Ryan P. Kish and John J. Finnigan, Jr.** as the authorized contact representatives for it.

3. HANOVER TOWNSHIP, NORTHAMPTON COUNTY hereby saves harmless, indemnifies and/or absolves Berkheimer from and against any and all liability in connection with the release of said confidential information to the aforementioned individuals.

**RESOLVED, ENACTED AND ADOPTED** at a meeting held on the **14<sup>th</sup>** day of October, 2014.

Mr. Salvesen seconded the motion.

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

## PUBLIC WORKS

It was noted there were no items on the agenda.

## DEVELOPMENTS

### **Bethlehem Orthodontics – 3076 Schoenersville Road – Extension Request**

Mr. Tanczos moved that the Board approve to grant Bethlehem Orthodontics a thirty (30) extension to November 22, 2014 to complete the site improvements; 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.

### **Northgate Business Center II, Lot 3 – Extension Request**

Mr. Tanczos moved that the Board approve to grant Northgate Business Center II, Lot 3 a twelve (12) month extension to November 26, 2015 to record the Site Plan.

Mr. Walbert seconded the motion.

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

### **Farmhouse Mews Subdivision – Presentation**

David Harte and Mickey K. Thompson were present to present the Farmhouse Mews Subdivision site plan for the portion located in Hanover Township; 20 luxury upscale town homes, two story with garage, 1,800 square feet of living space. Items discussed were the main access being in East Allen Township, emergency access to Jacksonville Road, storm sewer, open space, one homeowners association for both municipalities.

Mr. Broughal stated there will need to be an agreement between East Allen, Hanover Township and the City of Bethlehem for the sewer use.

Mr. Harte and Mr. Thompson answered questions from the Board.

### **Traditions of America at Bridle Path, Phase 4 – Security Reduction Request, Number 1**

Mr. Tanczos moved that the Board approve, as recommended in Hanover Engineering Associates' dated October 7, 2014, to grant the Developer of Traditions of America at Bridle Path, Phase 4, a reduction of the required security in the amount of \$1,344,321.39, resulting in a security balance of \$630,109.30 conditioned upon the following:

1. That the Developer acknowledges the security provided for Phase 4 will remain in force at a minimum of \$630,109.30 for the work remaining, plus contingencies.
2. That the Developer adheres to Township Policy #25 (payment of Plans and Appeals Accounts).

Mr. Tanczos further moved to authorize the Secretary 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.

## COURTESY OF THE FLOOR

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

## STAFF REPORTS

Mr. Kocher had nothing to report.

Mr. Broughal had nothing to report.

Mr. Milite reported that Leaf Collection started yesterday and will run through first week of December; updates on website daily. Mr. Milite stated he attended a Tree Planting ceremony with Lions Club in dedication of Bernice Kulp and it was a very nice ceremony.

Mr. Diacogiannis mentioned that the Township's Fall Festival was well attended and thanked Mr. Milite, Public Works and the Special Events Committee for putting together a very successful event.

Mr. Kish noted for the record that the 2015 proposed budget calls for no tax increase.

Mr. Finnigan reported that the company we signed with last year to collect recycling data and submit the 904 grant to DEP, Hough Associates; contacted us saying we would be receiving approximately \$132,000. We signed with Hough Associates so they could team us with another municipality to enhance our grant refund. We received around \$42,000 last year on our own but this year they teamed us up with Hellertown Borough. Total return is \$147,000 with \$14,000 or so going back to Hellertown.

Mr. Finnigan commented on the proposed insurance cooperative. Our agent with Brown and Brown, Paul Pugielli would like to have it up and running by January 1, 2015 but they have a lot to do and agreements to be approved. According to Mr. Pugielli's outlook, the Township could save up to 8-10% over subsequent years.

Ms. Stranzl, Recycling Coordinator reported that as of next year, the Township will have to pay a fee to hold recycling events through Responsible Recyclers. The cost for a three hour event on a Saturday would be \$395.00. We incorporate a budget amount in general fund expenses for recycling events and do not see us going over that amount between that fee and advertising; however will probably not be able to have two events. Would like to stick to the spring and be one of the first in the area to have an event and have it be busy. Ms. Stranzl said she will forward the fee information, as well as the amount collected from Saturday's event as soon as she receives it.

Upon motion of Mr. Nagle, seconded by Mr. Salvesen, the Board approved adjournment at 7:50 P.M.

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

Lori A. Stranzl  
Township Secretary