
2018

RE-ORGANIZATION MEETING
January 2, 2018

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

Mr. Diacogiannis welcomed Supervisor Lawless to the Board.

Present were Supervisors Diacogiannis, Prendeville, Salvesen, Nagle and Lawless.

The Pledge of Allegiance was performed.

Mr. Diacogiannis noted that at 6:30 p.m. the Hon. Emil Giordano, Northampton County Court of Common Pleas administered the Oath of Office to Supervisors Susan A. Lawless & John D. Nagle, Tax Collector John J. Finnigan, Jr., Auditor Mark J. Tanczos, Zoning Hearing Board member Brian A. Dillman; and Planning Commission members Gordon M. Campbell & Richard L. Kanaskie.

The next order of business is to reorganize the Board of Supervisors.

Upon a motion of **Mr. Nagle**, seconded by **Mr. Prendeville**, the Board approved to re-appoint John N. Diacogiannis Chairman of the Board of Supervisors for the year 2018. Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, abstain.

Mr. Diacogiannis thanked the Board for their confidence and support.

Upon a motion of **Mr. Nagle**, seconded by **Mr. Salvesen**, the Board unanimously approved to appoint Michael J. Prendeville Vice-Chairman of the Board of Supervisors for the year 2018.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – yes, Mr. Prendeville - abstain, Mr. Diacogiannis, aye.

Mr. Prendeville also thanked the Board for their confidence and support.

Mr. Nagle then moved to move the agenda and that an **aye** vote be recorded for each board member on all motions except where to do so would constitute a conflict of interest. **Mr. Salvesen** seconded the motion. Mr. Diacogiannis asked if any member wanted to discuss or vote on any motion individually. Without that request, Mr. Diacogiannis called for a roll call vote on the motion.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

Mr. Finnigan thanked the Board and staff for their support in 2017 and is looking forward to working with everyone again in 2018. He also welcomed Ms. Lawless to the Board and congratulated Mr. Diacogiannis and Mr. Prendeville.

The following items were approved based on **Mr. Prendeville's** motion and its passage:

Upon a motion of **Mr. Nagle**, seconded by **Mr. Prendeville**, the Board unanimously approved to re-appoint Mr. James Broughal, representing the Law Firm of Broughal & DeVito, L.L.P., as Township Solicitor for the year 2018 at the rate of \$150.00 per hour - regular issues and \$155.00 per hour - court appearances for all work as well as \$155.00 per hour for the attendance at any meeting as indicated in his letter of December 1, 2017. The fees are also extended to any partner or associate of Broughal & DeVito, L.L.P. in the absence of Mr. Broughal.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Nagle**, seconded by **Mr. Prendeville**, the Board unanimously approved to re-appoint Mr. Brien R. Kocher, representing Hanover Engineering Associates as the Township Engineer for the year 2018 with a retainer fee of \$250.00 per month. This retainer fee represents payment for regularly scheduled meetings of the Board of Supervisors and the Planning Commission and engineering and advice and assistance of a general nature. The retainer fee also represents payment for an associate of the firm who attends in Mr. Kocher's absence. All other time spent by Mr. Kocher or an associate of Hanover Engineering on Township matters shall be noted by assigned work orders and work order numbers and charged at rates set forth in the 2018 fee schedule, submitted by Mr. Brien R. Kocher, PE with his cover letter dated September 13, 2017, a copy of which is attached and made part of the minutes.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Nagle**, seconded by **Mr. Prendeville**, the Board unanimously approved to re-appoint Mr. Theodore Lewis as Solicitor to the Zoning Hearing Board. The time spent by Mr. Lewis on Zoning Hearing Board matters is to be assigned subject designations and charged to the designated subject at a rate of \$150.00 per hour as indicated in his letter of September 12, 2017.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Nagle**, seconded by **Mr. Prendeville**, the Board unanimously approved to renew the authorization for the Secretary, Assistant Secretary or Township Manager's Secretary to attend the Board of Supervisors meetings at \$65.00 per meeting attended.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Nagle**, seconded by **Mr. Prendeville**, the Board unanimously approved to renew the authorization for the Planning Commission to retain clerical and secretarial services for attendance and preparation of minutes required by the Planning Commission at \$50.00 per meeting and an hourly rate of \$12.50 per hour for other services as approved by the Planning Commission Chairman. Total cost of such services for the calendar year 2018 shall not exceed \$1,500.00. A copy of this motion is to be sent to the Chairman of the Planning Commission by the Township Secretary.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Nagle**, seconded by **Mr. Prendeville**, the Board unanimously approved compensation for Crossing Guards at the rate of \$15.50 per hour in 2018 with the rate being apportioned between the Bethlehem Area School District and Hanover Township as per the 1980 Agreement.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Salvesen**, seconded by **Ms. Lawless**, the Board unanimously approved the hiring of snow emergency help at the rate of up to \$27.00 per hour for individuals with CDL licenses and up to \$22.00 per hour for all others. Hiring is at the discretion of the Township Manager.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Salvesen**, seconded by **Ms. Lawless**, the Board unanimously approved the following paid Holiday schedule for 2018 for all Township and Community Center full-time employees.

Floating Day (Choice of MLK Birthday (1/15), Presidents' Day (2/19), Columbus Day (10/8) or Election Day (11/6))
Good Friday (3/30)
Memorial Day (5/28)
Independence Day (7/4)
Labor Day (9/3)
Thanksgiving Day (11/22)
Friday after Thanksgiving (11/23)
Christmas Eve (12/24),
Christmas Day (12/25)
Day after Christmas (12/26)
New Year's Eve (12/31)
New Year's Day (1/1/18)

Paid holidays do not mean the Community Center will be closed those days. On selective holidays as approved by the Township Manager, hours may be shortened.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Salvesen**, seconded by **Ms. Lawless**, the Board unanimously approved the following paid Holidays for Crossing Guards for the calendar year 2018 as follows:

Good Friday (4/30)
Memorial Day (5/28)
Labor Day (9/3)
Thanksgiving Day (11/22)

Unless any of these days are designated legal school days by the Bethlehem Area School District or a parochial school attended by a Hanover resident.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Salvesen**, seconded by **Ms. Lawless**, the Board unanimously approved to re-appoint Mr. Scott J. Brown #01716, Mr. Christopher A. Taylor #03138, Mr. Jacob A. Schray #03134 and Gregory C. Gray #03945, of Hanover Engineering Associates, Inc. as State Sewage Enforcement Officers for Hanover Township.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Salvesen**, seconded by **Ms. Lawless**, the Board unanimously approved to re-appoint Mr. Scott R. Milham Hanover Township Fire Marshal. This appointment shall remain in effect until a replacement is named by the Board of Supervisors.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Salvesen**, seconded by **Ms. Lawless**, the Board unanimously approved to re-appoint Mr. Stephen J. Elton as the Hanover Township Assistant Fire Marshal. This appointment shall remain in effect until a replacement is named by the Board of Supervisors.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Salvesen**, seconded by **Ms. Lawless**, the Board unanimously approved to re-appoint Craig M. Wasem as the Hanover Township Fire Inspector. This appointment shall remain in effect until a replacement is named by the Board of Supervisors.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Salvesen**, seconded by **Ms. Lawless**, the Board unanimously approved to appoint the following as Special Fire Police for Hanover Township under Section 1914 of the Second Class Township Code; Scott R. Milham (1591); Tyler Isaac (1592) Robert E. Bastian, Jr. (1593), Andrew Milham (1594) and William Krauss (1596).

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Salvesen**, seconded by **Ms. Lawless**, the Board unanimously approved to re-appoint the Township Manager, and in the absence of the Township Manager, the Public Works Director, as Purchasing Officers with a purchase authorization to a maximum of \$18,000.00. Purchases in excess of \$18,000.00 require the approval of the Chairman of the Board of Supervisors, followed by authorization of the entire Board.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Salvesen**, seconded by **Mr. Nagle**, the Board unanimously approved to re-appoint Richard L. Kanaskie to the Planning Commission for a four-year term to expire January 1, 2022 and to appoint Gordon M. Campbell for a four year-term to expire January 1, 2022.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Salvesen**, seconded by **Ms. Nagle**, the Board unanimously voted to approve compensation for each member of the Planning Commission at \$300.00 annually, paid quarterly.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr.

Diacogiannis, aye.

Upon a motion of **Mr. Salvesen**, seconded by **Ms. Lawless**, the Board unanimously approved to appoint Brian A. Dillman to the Zoning Hearing Board as a regular member for a two-year to expire January 1, 2021. This fill the vacancy created by the resignation of Joan R. Rosenthal. He further moved to re-appoint Mr. Joseph F. Moeser to a three-year term to expire January 1, 2022.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Salvesen**, seconded by **Ms. Lawless**, the Board unanimously voted to approve compensation for each member of the Zoning Hearing Board at \$300.00 annually, paid quarterly.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

Upon motion of **Mr. Nagle**, seconded by **Mr. Prendeville**, the Board unanimously approved to re-appoint Ed Bruno, Patricia Milite and Wayne Muffley to the Special Events Committee Advisory Board for a three-year term to expire January 1, 2021.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

Upon motion of **Mr. Nagle**, seconded by **Mr. Prendeville**, the Board unanimously approved to re-appoint Jane Cook to the Shade Tree Advisory Committee for a four-year term to expire January 1, 2022.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Nagle**, seconded by **Mr. Prendeville**, the Board unanimously approved to adopt the following Resolution regarding the Township Manager's wages.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

RESOLUTION 18-01

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

THEREFORE BE IT RESOLVED AND IT IS HEREBY RESOLVED on this day that compensation for the office of Township Manager of Hanover Township, Northampton County, be fixed at an annual salary of \$131,707.68 per year, payable bi-weekly (\$5,065.68) from the general fund of the Township. Effective date of salary is January 1, 2018.

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

Upon a motion of **Mr. Nagle**, seconded by **Mr. Prendeville** the Board unanimously approved to adopt the following Resolution for Township Depositories.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

RESOLUTION 18-02

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

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

Be it resolved and it is hereby resolved that the following institutions are designated as depositories for Township funds for the year 2018:

Embassy Bank for the Lehigh Valley, 100 Gateway Drive, Suite 100, Bethlehem, PA 18017-9423;

Lafayette Ambassador Bank, 360 Northampton Street, P. O. Box 25091, Lehigh Valley, PA 18002-5091;

BB&T, 2 City Center, 645 Hamilton Street, Suite 1100, Allentown, PA 18101-2188

TD Bank, N.A. 1701 Route 70 East, Cherry Hill, NJ 08003-2390; and

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

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

Upon a motion of **Mr. Nagle**, seconded by **Mr. Prendeville**, the Board unanimously approved to authorize the Chairman, Vice Chairman, Township Manager, Treasurer or Assistant Treasurer to co-sign checks drawn on Township funds and that the signature cards be updated reflecting this motion.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Nagle**, seconded by **Mr. Prendeville**, the Board unanimously approved to authorize the Secretary to duly advertise in a local newspaper, that the Board of Supervisors, Hanover Township, Northampton County, Pennsylvania will hold their regularly scheduled monthly meetings as follows: January, February, March, April, May, June, September, October and November on the second and fourth Tuesday of each month; July and August the fourth Tuesday of the month and December the third Tuesday of the month.

All meetings will be held at the Township Municipal Building, 3630 Jacksonville Road, Bethlehem, Pennsylvania with the exception of the Recreation Advisory Board and Special Events Committee which will be held at the Hanover Township Community Center, 3660 Jacksonville Road and are scheduled to start at 7:00 P.M. unless otherwise advertised. All meetings are open to the public; further, that the Secretary be authorized to advertise the scheduled meetings of all other Boards, Commissions and Committees for 2018. Meetings of other Boards, Commissions and Committees cannot be moved or altered without the

approval of the Chairman of the Board of Supervisors or Township Manager.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Nagle**, seconded by **Mr. Salvesen**, the Board unanimously approved to appoint Supervisor Diacogiannis as the voting delegate to the Pennsylvania State Association Convention of the Second Class Townships with Supervisor Prendeville as the alternate delegate. Mr. Diacogiannis and Mr. Prendeville will serve until a replacement is appointed.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Nagle**, seconded by **Mr. Prendeville**, the Board unanimously approved to appoint Supervisor Diacogiannis as the delegate and Supervisor Prendeville as the Alternate to the Northampton County Association of Township Officials.

Mr. Diacogiannis and Mr. Prendeville will serve until a replacement is appointed.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Nagle**, seconded by **Mr. Prendeville**, the Board unanimously approved to appoint the members of the Board of Supervisors for 2018 as Roadmasters for the following Districts:

Supervisor Nagle	District #1
Supervisor Diacogiannis	District #2
Supervisor Salvesen	District #3
Supervisor Lawless	District #4
Supervisor Prendeville	District #5

Districts are outlined on a map attached at the end of these minutes.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Nagle**, seconded by **Mr. Prendeville** the Board unanimously approved to adopt the following Resolution for Supervisors responsibilities acting as Roadmasters.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

RESOLUTION 18-03

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

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

other matters that may be delegated to Supervisors pursuant to Second Class Township Code at such times other than official meetings of the Board of Supervisors.

Upon a motion of **Mr. Nagle**, seconded by **Mr. Prendeville**, the Board unanimously approved to adopt the following Resolution for the Compensation of the Tax Collector. Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

RESOLUTION 18-04

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

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

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

THEREFORE BE IT RESOLVED AND IT IS HEREBY RESOLVED on this day that compensation for the office of tax collector of Hanover Township, Northampton County, be fixed at the rate of seventy-five (\$75.00) for the fiscal year 2018 and be it further

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

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

Upon a motion of **Mr. Salvesen**, seconded by **Mr. Nagle**, the Board unanimously approved to adopt the following Resolution for the Appointment of a Certified Public Accountant and establishing their compensation.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

RESOLUTION 18-05

WHEREAS, Section 917 (b) (1) of the Second Class Township Code, P.L. 350, No. 60, as amended, subject to the provisions of paragraph (2), the Board of Supervisors at its annual organization meeting, or anytime thereafter, may by resolution appoint a certified or competent public accountant or a firm of certified or competed public accounts, either of which shall be registered in the Commonwealth of Pennsylvania, to make an examination of all the accounts of the township for the fiscal year stated in the resolution. The board shall also determine the compensation of the appointed accountant.

THEREFORE BE IT RESOLVED AND IT IS HEREBY RESOLVED on this day that Hanover Township appoints Todd J. Bushta, CPA of the Accountancy Firm of **Bushta & Co., LLC**, to a to act as the certified public accountant and to make an examination of all of the accounts of the Township of Hanover, Northampton County, Pennsylvania, for the 2017 fiscal

year and who shall replace the elected auditors of the Township insofar as it deals with the examination of Township accounts at the cost of \$7,800.00 per the November 6, 2017 Agreement.

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

Upon a motion of **Mr. Salvesen**, seconded by **Mr. Nagle**, the Board unanimously approved to adopt the following Resolution regarding the salaries of the Township Staff excluding the Township Manager.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

RESOLUTION 18-06

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

THEREFORE BE IT RESOLVED AND IT IS HEREBY RESOLVED on this day that compensation for the Public Works Director is established at \$88,100.66 (\$3,388.49 bi-weekly) per year, Township Treasurer \$59,178.51 (\$2,276.10 bi-weekly) per year, Township Secretary \$54,405.87 (\$2,092.54 bi-weekly) per year and Zoning Officer \$71,238.55 (\$2,739.95 bi-weekly) per year, all payable bi-weekly from the General Fund of the Township. Effective date of salary is January 1, 2018. The positions are salaried for forty hours per week and are Exempt.

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

Upon a motion of **Mr. Salvesen**, seconded by **Mr. Nagle**, the Board unanimously approved to adopt the following Resolution regarding the salaries of the Recreation Staff.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

RESOLUTION 18-07

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

THEREFORE BE IT RESOLVED AND IT IS HEREBY RESOLVED on this day that compensation for the Recreation Director is established at \$52,209.86 (\$2,008.07 bi-weekly) per year and the Assistant Recreation Director \$37,502.39 (\$1,442.40 bi-weekly) per year, all payable bi-weekly from the Recreation Fund of the Township. Effective date of salary is January 1, 2018. The positions are salaried for forty hours per week and are Exempt.

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

Upon a motion of **Mr. Salvesen**, seconded by **Mr. Nagle**, the Board unanimously approved to re-appoint Beyer-Barber Company to act as the Township Actuary and the Approved Actuary under the Municipal Pension Plan Funding Standard and Recovery Act, as amended for the 2018 Fiscal year.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Salvesen**, seconded by **Mr. Nagle**, the Board unanimously

approved to authorize the Secretary to send letters to all newly appointed, resigning or retiring members of Boards, Commissions or Committees notifying them of their appointments, or thanking them for their services during their terms of office.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Salvesen**, seconded by **Mr. Nagle**, the Board unanimously approved to authorize the Secretary to send letters to all Boards, Commissions, Committees and Agencies advising them of the amount allocated for 2018. Expenditure of any funds requires the approval of the Township Manager.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Salvesen**, seconded by **Mr. Nagle**, the Board unanimously approved to appoint the following Supervisors as Chairman of the following Committees:

Administration	Ms. Susan A. Lawless
Development	Mr. Stephen R. Salvesen
Planning & Zoning	Mr. Michael J. Prendeville
Public Works	Mr. John D. Nagle

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Salvesen**, seconded by **Mr. Nagle**, the Board unanimously approved the following pay schedule for full and part-time Township positions effective January 1, 2018, as recommended by the Township Manager. Actual work hours will be determined by the Township Manager. 2018 wages will be determined by the associates 2017 wages and 2018 Salary Increase Guidelines as determined by their 2017 performance evaluation.

Township	Hourly Wage/Up To
Township Manager's Secretary	23.75
Code Enforcement Officer	21.00
Office Support Associate	19.50
Receptionist/Clerk	18.00
Laborer	22.00
Equipment Operator	33.00
Equipment Operator – Mechanic	32.50
Public Works Crew Leader	35.00

Upon a motion of **Ms. Lawless**, seconded by **Mr. Nagle**, the Board unanimously approved the following pay schedule for the Community Center and Pre-School part-time positions, as recommended by the Township Manager:

Community	Position	Hourly Wage/Up to
------------------	-----------------	--------------------------

**Center
Part – Time**

Effective 1/1/2018

Aerobics Instructor	17.00
Custodian	11.00
Fitness Instructor / Personal Trainer	13.48
Fitness Instructor / Personal Trainer – Advanced	16.50
Front Desk – Customer Service Associate / Child Care Worker	9.95
Front Desk Supervisor	11.15
Accounting Support	16.00
Program Instructor – Art	25.00
Program Instructor – Baseball	16.00
Program Instructor – Basketball	16.00
Program Instructor – Cheer	12.00
Program Instructor – Dance	15.00
Program Instructor – Golf	19.00
Program Instructor – Karate	21.00
Program Instructor – Miscellaneous	15.00
Program Instructor – Music	16.00
Program Instructor – Soccer	16.00
Program Instructor – Tennis	26.00
Program Instructor – Zumba	18.00

Pre-School Age Programming

Preschool Age Program Coordinator	15.86
Lead Instructor – Enrichment Coordinator / Extended Care	14.97
Preschool Age Program Instructor	15.50

and that the Secretary notify the Recreation Director and Recreation Advisory Board of the Board's action.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

Upon a motion of **Ms. Lawless**, seconded by **Mr. Nagle**, the Board unanimously approved the following wages for the Park & Recreation and Pool part-time employees, as recommended by the Township Manager:

Pool Staff	Position	Hourly Wage/Up To Effective 1/1/2018
	Pool Gate Attendant	10.94
	1 st Year Lifeguard	10.94
	1-2 Years' Experience as a Lifeguard	11.27
	3-4 Years' Experience as a Lifeguard	11.59
	5 Years or more Experience Lifeguard	11.90
	Head Lifeguard(s)	12.24
	Pool Manager	12.88
Parks & Camps		
	Assistant Park Coordinator	13.74
	P & R Park Counselor	10.94

Lead Counselor
Camp Counselor

12.56
10.94

and that the Secretary notify the Recreation Director and Recreation Advisory Board of the Board's action.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

COURTESY OF THE FLOOR

No one present wished to offer Public Comment.

Upon a motion of **Mr. Prendeville**, seconded by **Mr. Nagle**, the Board unanimously approved adjournment at 7:04 P.M.

Mr. Salvesen – aye, Mr. Nagle – aye, Ms. Lawless – aye, Mr. Prendeville - aye, Mr. Diacogiannis, aye.

Elizabeth D. Ritter
Secretary