

LEGAL NOTICE

NOTICE is hereby given that the Board of Supervisors of Hanover Township, Northampton County, Pennsylvania, will consider for adoption at a Public Hearing to be held at 7:00 p.m. on the 9th day of January, 2018, at the Hanover Township Municipal Building, 3630 Jacksonville Road, Bethlehem, Pennsylvania, an Ordinance to amend the text of the Hanover Township Zoning Ordinance, Chapter 185, Section 185-38, to provide for a Business Park as a Permitted Use in the AFHBD Zoning District. In the event that the Board of Supervisors do not consider for adoption the Ordinance described hereinafter at the Public Hearing, the Board of Supervisors will consider the Ordinance for adoption at a regular meeting of the Board of Supervisors to be held on the 23rd day of January, 2018, at the Hanover Township Municipal Building, 3630 Jacksonville Road, Bethlehem, Pennsylvania.

Copies of the proposed Ordinance are available for review at the Hanover Township Municipal Building located at 3630 Jacksonville Road, Bethlehem, Pennsylvania during normal business hours.

The following is the proposed Amendment to the Hanover Township Zoning Ordinance:

ORDINANCE NO. 18 - _____

**AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF
HANOVER, COUNTY OF NORTHAMPTON, COMMONWEALTH OF
PENNSYLVANIA TO AMEND THE CODE OF ORDINANCES BY AMENDING THE
TEXT OF THE “HANOVER TOWNSHIP ZONING ORDINANCE” CHAPTER 185,
SECTION 185-38 TO PROVIDE FOR A BUSINESS PARK AS A PERMITTED USE IN
THE AFHBD ZONING DISTRICT AND REPEALING ALL ORDINANCES
INCONSISTENT HEREWITH**

WHEREAS, the Supervisors of Hanover Township, Northampton County, Pennsylvania, under the powers vested in them by the “Second Class Township Code” of Pennsylvania and the authority and procedures of the ‘Pennsylvania Municipalities Planning Code”, as amended, as well as other laws of the Commonwealth of Pennsylvania, do hereby enact and ordain the following amendment to the text of the Hanover Township Zoning Ordinance; and

WHEREAS, the Board of Supervisors of Hanover Township desire to amend its Zoning Ordinance by providing for a Business Park as a permitted use in the AFHBD Zoning District of the Township of Hanover and providing for the regulation of same.

NOW, THEREFORE, be it enacted and ordained by the Board of Supervisors of Hanover Township, Northampton County, Pennsylvania, and the same is hereby ordained and enacted as follows, to wit:

SECTION 1: The Supervisors of Hanover Township, Northampton County, Pennsylvania, under the powers vested in them by the “Second Class Township Code” and the “Pennsylvania Municipalities Planning Code”, as amended, as well as other laws of the Commonwealth of Pennsylvania, do hereby ordain and enact the following amendment to the text of the Hanover Township Zoning Ordinance Chapter 185 Zoning, of the Code of Ordinances, as amended.

SECTION 2: PURPOSE. The Purpose of this Zoning Ordinance amendment is to establish a Business Park as a permitted use within the AFHBD Zoning District.

SECTION 3: Chapter 185 Zoning, of the Code of Ordinances of Hanover Township, Section 185-38 Regulations applicable to AFHBD District; subsection D. Permitted Uses is hereby amended by adding a new Permitted Use to read as follows:

“(11) Business Park allowing only the following businesses or uses:

- (a) Printing, publishing and lithographic plants.
- (b) Professional practice offices such as law, medicine (but not a hospital, medical clinic, nursing home, group home or similar uses) architecture, engineering and the like.
- (c) Research laboratories engaged in scientific investigation, testing or the production of factual information for industrial, commercial or institutional clients, where no physical or tangible product for general marketing is directly produced therein, and provided that the Board of Supervisors determined that no potential danger, hazard or nuisance shall exist to the employees, building occupants or surrounding areas, and provided that the Board of Supervisors determine that no waste, other than normal domestic sewage, is discharged into any sewage disposal system. Chemical or biochemical research, however, are specifically prohibited.
- (d) Light assembly consisting of assembly of previously manufactured components such as furniture, clothing, computers, phones, copies, electronic devices, office equipment, scientific instruments, watches, clocks, photographic and optical goods or similar products, excepting however, the manufacturing of and/or assembly of chemicals or chemical components. Hours of operation are from 6:00 a.m. until 10:00 p.m. unless otherwise approved by the Board of Supervisors.
- (e) Business offices consisting of administrative, sales office, executive, other general business offices, including but not limited to, computer and data processing facilities, sales and service of high technology business and medical equipment and other uses of the same general nature.

- (f) Real estate offices
- (g) Insurance offices.”

SECTION 4: SEVERABILITY. If a court of competent jurisdiction declares any provisions of this Ordinance to be invalid in whole or in part, the effect of such decision shall be limited to those provisions expressly stated in the decision to be invalid, and all other provisions of the Zoning Ordinance shall continue to be separately and fully effective.

SECTION 5: REPEALER. All provisions of Township ordinances and resolutions or parts thereof that are in conflict with the provisions of this Ordinance, are hereby repealed.

SECTION 6: ENACTMENT. This Ordinance shall be effective five (5) days after the date of passage.

James L. Broughal, Solicitor
Hanover Township
Northampton County
38 West Market Street
Bethlehem, PA 18018

ORDINANCE NO. 18 - _____

**AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE
TOWNSHIP OF HANOVER, COUNTY OF NORTHAMPTON,
COMMONWEALTH OF PENNSYLVANIA AMENDING THE "HANOVER TOWNSHIP
ZONING ORDINANCE" CHAPTER 185, ZONING, OF THE CODE OF ORDINANCES, BY
AMENDING CHAPTER 185, ZONING, ARTICLE VI, SECTION 185-25 REGULATIONS
APPLICABLE TO ALL RESIDENTIAL DISTRICTS; SUBSECTION F HOME OCCUPATIONS AND
REPEALING ALL ORDINANCES INCONSISTENT THEREWITH**

NOW, THEREFORE, be it ordained and enacted, by the Board of Supervisors of Hanover Township, Northampton County, Pennsylvania as follows:

The Supervisors of Hanover Township, Northampton County, Pennsylvania, under the powers vested in them by the "Second Class Township Code" of Pennsylvania and the authority and procedures of the "Pennsylvania Municipalities Planning Code", as amended, as well as other laws of the Commonwealth of Pennsylvania, do hereby enact and ordain the following amendment to the text of the Hanover Township Zoning Ordinance.

WHEREAS, the Board of Supervisors of Hanover Township desires to amend its Zoning Ordinance by amending Chapter 185, Zoning, Article VI, Section 185-25 Regulations applicable to all residential districts; Subsection F. Home Occupations.

NOW, THEREFORE, be it enacted and ordained by the Board of Supervisors of Hanover Township, Northampton County, Pennsylvania, and the same is hereby ordained and enacted as follows, to wit:

SECTION 1: The Supervisors of Hanover Township, Northampton County, Pennsylvania, under the powers vested in them by the "Second Class Township Code" and the "Pennsylvania Municipalities Planning Code", as amended, as well as other laws of the Commonwealth of

Pennsylvania, do hereby ordain and enact the following amendment to the text of the Hanover Township Zoning Ordinance, as amended.

SECTION 2: Chapter 185, Zoning Article VI, Section 185-25 Regulations applicable to all residential districts by amending in its entirety Subsection F. Home Occupations of the Code of Ordinances to read as follows:

“F. Home occupations.

(1) Size limit. A home occupation shall not occupy more than 25% of the total floor area of a dwelling unit or 500 square feet of the unit, whichever is less.

(2) Personnel limit. Not more than one person shall be employed in a home occupation who is not an occupant of the dwelling unit nor a member of the occupying family.

(3) General use restrictions.

(a) A home occupation is one that is incidental to the residential use of the premises. The occupant of the residence where the home occupation is to be located shall be the same as the operator of the approved home occupation for that residence. A home occupation shall be one of the following:

[1] NO-IMPACT HOME OCCUPATION – A business activity administered or conducted as an accessory use which is clearly secondary to the use as a residential dwelling and which involves no customer, client or patient traffic, whether vehicular or pedestrian, pickup, delivery or removal functions to or from the premises, in excess of those normally associated with residential use.

[2] MODERATE-IMPACT HOME-BASED BUSINESS – A business having no more than one employee. A business activity conducted as an accessory use which is clearly secondary to the use as a residential dwelling having no more than one employee and which involves customer, client or patient traffic, whether vehicular or pedestrian, pickup, delivery or removal functions to or from the premises, in excess of those normally associated with residential use.

[i] Parking – A minimum of two-off-street parking spaces in addition to those required for the residential unit, shall be required for all home occupation uses which will be visited by

customers or clientele. No on-street parking will be permitted to support a home occupation.

- (b) A home occupation shall be carried on in the principal structure only; accessory buildings designed or intended to be used for the home occupation shall not be permitted.
 - (c) Garages shall not be permitted to be used for a home occupation.
- (4) Use restrictions. In connection with the operation of a home occupation, it shall not be permitted to:
 - (a) Sell articles produced elsewhere than on the premises.
 - (b) Have exterior displays of goods visible from the outside.
 - (c) Store materials, articles, or products outside or on top of any structure on the lot.
 - (d) have any visible evidence of a home occupation use when viewed from the building exterior, except for sign as regulated in §185-25F(5).
- (5) Regulation of signs for home occupations.
 - (a) Only one sign per dwelling unit shall be permitted for a home occupation use.
 - (b) Said sign shall be attached flush on the dwelling unit structure below the roof line.
 - (c) Said sign shall not exceed two square feet in total area.
- (6) Examples of home occupations. Home occupations include:
 - (a) No-impact Home Occupation
 - [1] Artistic endeavors carried on in a studio or similar area.
 - [2] Handicrafts, such as dressmaking, sewing and the like.
 - [3] Consulting or service oriented activities where all services are provided off-site and home use is limited to administration of the business.

(b) Moderate Impact Home-Based Business

[1] Professional practices, such as law, medicine, architecture, and engineering.

[2] Beautician and barber.

(7) Examples of non-home occupations. Home occupations do not include:

(a) Veterinary practice.

(b) The raising of animals, pets, horses, etc., for commercial purposes.

(c) Any occupation or business that requires the use of a panel truck or a delivery truck or similar vehicle.

(d) Motor vehicle repair.

(e) Day-care center.

(8) A home occupation is not transferable to new occupant/owner of the premises.”

SECTION 3: SEVERABILITY. If a court of competent jurisdiction declares any provisions of this Amendment to be invalid in whole or in part, the effect of such decision shall be limited to those provisions expressly stated in the decision to be invalid, and all other provisions of this Zoning Amendment shall continue to be separately and fully effective.

SECTION 4: REPEALER. All ordinances and resolutions or parts thereof inconsistent herewith are hereby repealed.

SECTION 5: ENACTMENT. This Amendment shall be effective five (5) days after the date of passage.

THIS ZONING ORDINANCE IS HEREBY ORDAINED AND ENACTED this ____ day of _____, 2018, by the Hanover Township Board of Supervisors.

ATTEST:

**HANOVER TOWNSHIP
BOARD OF SUPERVISORS**

By: _____
Elizabeth D. Ritter, Township Secretary

By: _____
John N. Diacogiannis, Chairman



Hanover Engineering

252 Brodhead Road • Suite 100 • Bethlehem, PA 18017-8944
Phone: 610.691.5644 • Fax: 610.691.6968 • HanoverEng.com

January 4, 2018

Mr. John J. Finnigan Jr.
Township Manager
Hanover Township
Northampton County
3630 Jacksonville Road
Bethlehem, PA 18017-9302

RE: Griffin Industrial Realty
Griffin Land and Nurseries, Inc.
Hanover Corporate Center 2, Lot 10
5200 Jaendl Boulevard
Final Inspection Request and Security Release 2
Hanover Project H12-38

Dear Jay:

We have reviewed a request for reduction in the letter of credit to maintenance for the above-referenced project. The security for this project is detailed in three (3) spreadsheets titled Building 1, Building 2, and Off-Site Improvements.

This request, as received from Griffin Industrial Realty, listed monetary amounts for each item and did not depict completed quantity amounts as required. In order to properly track this security release, we have entered quantities to obtain the approximate monetary amounts requested. Copies of the above-listed spreadsheets are enclosed. The following is a synopsis of our recommendations:

	Original Security	Previous Reductions	Recommended Reduction	Remaining Security
Building 1	\$2,866,401.22	\$1,421,584.71	\$1,050,778.30	\$394,038.21
Building 2	\$819,553.52	\$662,691.09	\$63,630.60	\$93,231.83
Off-site	<u>\$262,982.34</u>	<u>\$205,320.94</u>	<u>\$31,380.09</u>	<u>\$26,281.31</u>
Total	\$3,948,937.08	\$2,289,596.74	\$1,145,788.99	\$513,551.35

- Based on the preceding discussion, we recommend that the Township grant the Developer a reduction of the required security in the amount of \$1,145,788.99, resulting in a security balance of \$513,551.35. This reduction should be conditioned upon the following:
 - That the Developer acknowledges the security provided for all improvements will remain in force at a minimum of \$513,551.35 for the work remaining, plus contingencies.
 - That the Developer adheres to Township Policy 25 (payment of Plans and Appeals Accounts).

Mr. John J. Finnigan Jr.
Township Manager

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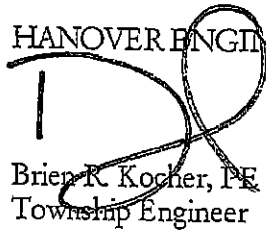
January 4, 2018

- We also recommend that the Township deny the developer's request to be released from their Improvements Agreement until all items noted in the "Remaining Security" column of the attached spreadsheets are addressed, including addressing the condition of the storm sewer pipe within the future roadway as communicated to the developer via email dated September 28, 2017.

If you require additional information, please contact the undersigned.

Respectfully,

HANOVER ENGINEERING



Brian R. Kocher, PE
Township Engineer

brkdjn/kjc

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Enclosure(s)

cc: Hanover Township Board of Supervisors (with enclosure)
Ms. Yvonne D. Kutz, Zoning Administrator (with enclosure)
James L. Broughal, Esquire (with enclosure)
Mr. Kevin J. Horvath, PE, Keystone Consulting Engineers, Inc. (with enclosure)
Mr. Scott Bosco, VP, Construction

Hanover

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H12-38 HCC2 Lot 10 - GRIFFIN LAND AND NURSERIES, INC.									
BUILDING 1									
CONSTRUCTION COST ESTIMATE									
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EROSION AND SEDIMENTATION CONTROLS									
DESCRIPTION	QTY.	UNIT	UNIT COST	TOTAL	QTY.	REQUEST 1	QTY.	CURRENT REDUCTION	REMAINING SECURITY
12" COMPOST FILTER SOCK	1,940	LF	\$3.00	\$5,820.00	835	\$2,505.00	1,105	\$3,315.00	\$0.00
18" COMPOST FILTER SOCK	590	LF	\$3.50	\$2,065.00	286	\$1,001.00	304	\$1,064.00	\$0.00
24" COMPOST FILTER SOCK	380	LF	\$4.50	\$1,710.00	223	\$1,003.50	157	\$706.50	\$0.00
32" COMPOST FILTER SOCK	1,050	LF	\$6.00	\$6,300.00	417	\$2,502.00	633	\$3,798.00	\$0.00
18" COMPOST DIVERSION SOCK	180	LF	\$3.50	\$630.00	72	\$252.00	108	\$378.00	\$0.00
24" COMPOST DIVERSION SOCK	1,100	LF	\$4.50	\$4,950.00	556	\$2,502.00	544	\$2,448.00	\$0.00
ROCK CONSTRUCTION ENTRANCE W/ WASHRACK	3	EA	\$3,000.00	\$9,000.00	2	\$6,000.00	1	\$3,000.00	\$0.00
NAG S-75 EROSION CONTROL MATTING	195	SY	\$1.50	\$292.50	0	\$0.00	195	\$292.50	\$0.00
NAG C-125 EROSION CONTROL MATTING	711	SY	\$2.00	\$1,422.00	0	\$0.00	711	\$1,422.00	\$0.00
NAG S-150 EROSION CONTROL MATTING	11,080	SY	\$2.00	\$22,160.00	0	\$0.00	11,080	\$22,160.00	\$0.00
NAG SC-150 EROSION CONTROL MATTING	46	SY	\$2.50	\$115.00	0	\$0.00	46	\$115.00	\$0.00
NAG P-300 EROSION CONTROL MATTING	711	SY	\$3.50	\$2,488.50	0	\$0.00	711	\$2,488.50	\$0.00
R-3 RIP-RAP LINING	232	SY	\$20.00	\$4,640.00	0	\$0.00	232	\$4,640.00	\$0.00
R-6 RIP-RAP LINING	195	SY	\$21.00	\$4,095.00	0	\$0.00	195	\$4,095.00	\$0.00
INLET PROTECTION DEVICE	4	EA	\$125.00	\$500.00	0	\$0.00	4	\$500.00	\$0.00
SEDIMENTATION BASIN SKIMMER	1	EA	\$1,000.00	\$1,000.00	0	\$0.00	1	\$1,000.00	\$0.00
SEDIMENTATION BASIN BAFFLE	955	LF	\$25.00	\$23,875.00	400	\$10,000.00	555	\$13,875.00	\$0.00
SEDIMENTATION BASIN DEWATERING FACILITY	1	EA	\$1,200.00	\$1,200.00	0	\$0.00	1	\$1,200.00	\$0.00
SUBTOTAL				\$92,263.00		\$25,765.50		\$66,497.50	\$0.00

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ROADWAY PAVEMENT MARKINGS AND TRAFFIC CONTROL									
DESCRIPTION	QTY.	UNIT	UNIT COST	TOTAL	QTY.	REQUEST 1	QTY.	CURRENT REDUCTION	REMAINING SECURITY
30" X 30" STOP SIGN	1	EA	\$300.00	\$300.00	1	\$300.00	0	\$0.00	\$0.00
"NO THRU STREET" SIGN	1	EA	\$200.00	\$200.00	1	\$200.00	0	\$0.00	\$0.00
"RIGHT LANE MUST TURN RIGHT" SIGN	2	EA	\$200.00	\$400.00	2	\$400.00	0	\$0.00	\$0.00
"LEFT LANE MUST TURN LEFT" SIGN	1	EA	\$200.00	\$200.00	1	\$200.00	0	\$0.00	\$0.00
OBJECT MARKERS	2	EA	\$200.00	\$400.00	2	\$400.00	0	\$0.00	\$0.00
SINGLE 4" SOLID WHITE LINE	114	LF	\$0.50	\$57.00	114	\$57.00	0	\$0.00	\$0.00
SINGLE 6" SOLID WHITE LINE	382	LF	\$0.70	\$267.40	382	\$267.40	0	\$0.00	\$0.00
SINGLE 24" SOLID WHITE LINE (STOP BAR)	41	LF	\$2.75	\$112.75	41	\$112.75	0	\$0.00	\$0.00
SINGLE 4" SOLID YELLOW LINE	1,724	LF	\$0.50	\$862.00	1,724	\$862.00	0	\$0.00	\$0.00
SINGLE 4" BROKEN YELLOW LINE	1,712	LF	\$0.40	\$684.80	1,712	\$684.80	0	\$0.00	\$0.00
DOUBLE 4" SOLID YELLOW LINE	350	LF	\$1.00	\$350.00	350	\$350.00	0	\$0.00	\$0.00
SINGLE 24" SOLID YELLOW LINE	356	LF	\$2.75	\$979.00	356	\$979.00	0	\$0.00	\$0.00
THERMOPLASTIC WHITE TURN LANE ARROW	2	EA	\$200.00	\$400.00	2	\$400.00	0	\$0.00	\$0.00
THERMOPLASTIC WHITE TURN LANE "ONLY"	2	EA	\$200.00	\$400.00	2	\$400.00	0	\$0.00	\$0.00
ERADICATION OF EXISTING MARKINGS	1	LS	\$3,000.00	\$3,000.00	1	\$3,000.00	0	\$0.00	\$0.00
SUBTOTAL				\$8,612.95		\$8,612.95		\$0.00	\$0.00

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IRRIGATION SYSTEM									
DESCRIPTION	QTY.	UNIT	UNIT COST	TOTAL	QTY.	REQUEST 1	QTY.	CURRENT REDUCTION	REMAINING SECURITY
PARTIAL SYSTEM (PIPING, SPRAY HDS AROUND BLDG 2)	1	LS	\$25,000.00	\$25,000.00	1	\$25,000.00	0	\$0.00	\$0.00
SUBTOTAL				\$25,000.00		\$25,000.00		\$0.00	\$0.00
LANDSCAPING									
DESCRIPTION	QTY.	UNIT	UNIT COST	TOTAL	QTY.	REQUEST 1	QTY.	CURRENT REDUCTION	REMAINING SECURITY
DECIDUOUS TREE	125	EA	\$300.00	\$37,500.00	84	\$12,500.00	41	\$25,000.00	\$0.00
EVERGREEN TREE	103	EA	\$200.00	\$20,600.00	75	\$15,000.00	28	\$5,600.00	\$0.00
SHRUBS	172	EA	\$50.00	\$8,600.00	100	\$5,000.00	70	\$3,500.00	\$100.00
GROUND COVER	2,983	EA	\$2.00	\$5,966.00	2,500	\$5,000.00	483	\$966.00	\$0.00
LAWN ESTABLISHMENT	22,640	SY	\$2.00	\$45,280.00	12,500	\$25,000.00	10,140	\$20,280.00	\$0.00
SUBTOTAL				\$117,946.00		\$62,500.00		\$55,346.00	\$100.00
EROSION AND SEDIMENTATION CONTROLS									
DESCRIPTION	QTY.	UNIT	UNIT COST	TOTAL	QTY.	REQUEST 1	QTY.	CURRENT REDUCTION	REMAINING SECURITY
ROCK CONSTRUCTION ENTRANCE W/ WASHRACK	2	EA	\$3,000.00	\$6,000.00	2	\$6,000.00	0	\$0.00	\$0.00
SUBTOTAL				\$6,000.00		\$6,000.00		\$0.00	\$0.00

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**HANOVER TOWNSHIP
NORTHAMPTON COUNTY**

PROCLAMATION NO. 2018 – 1

**A PROCLAMATION HONORING
SAMUEL DORSEN BOOR
ON THE ACHIEVEMENT OF HIS EAGLE AWARD**

WHEREAS, Samuel has achieved a significant accomplishment in life's path earning his Eagle Award as a member of the Boy Scouts of America; and

WHEREAS, Samuel will officially receive his award during an Eagle Presentation Ceremony on January 14, 2018, as a member of Boy Scout Troop 302, First Presbyterian Church, Bethlehem, PA; and

WHEREAS, Samuel's Eagle Project involved the planning and building of an enclosure in St. John's Lutheran Church multi-purpose room for the storage of tables, chairs and other items; and

WHEREAS, Samuel has exemplified the virtues of scouting and has exhibited leadership skills in his troop serving as a Patrol Leader and Librarian.

NOW, THEREFORE, BE IT AND IT IS HEREBY PROCLAIMED, by the Board of Supervisors of Township of Hanover, County of Northampton, and the Commonwealth of Pennsylvania:

That Samuel Dorsen Boor is applauded and recognized on the occasion of his Eagle Award and the Board of Supervisors congratulates him for his dedication and devotion in preserving the finest virtues of American life as set forth by Scouting principals. The Board of Supervisors also proclaim Tuesday, January 16, 2018 as Samuel Dorsen Boor Day in Hanover Township.

APPROVED and adopted this 9th day of January 2018.

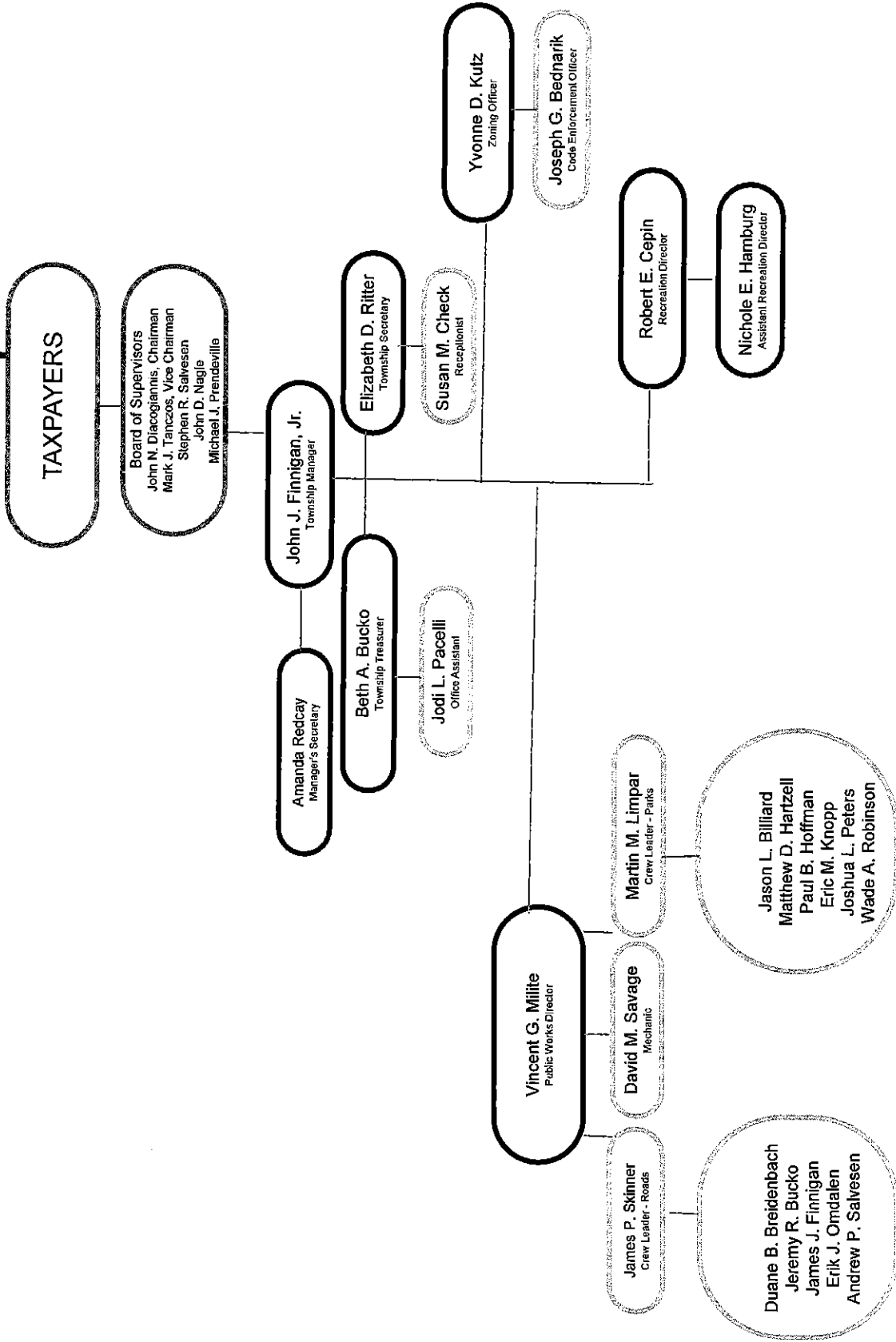
ATTEST:

HANOVER TOWNSHIP, NORTHAMPTON
COUNTY, PENNSYLVANIA

ELIZABETH D. RITTER, Secretary –
Board of Supervisors

JOHN N. DIACOGLIANNIS, Chairman
– Board of Supervisors

Hanover Township



Communicate to Employees The Hanover Township Safety Policy Statement:

The safety and health of Hanover Township employees is very important. To best serve employee safety and health we have established and support a safety program. It is our intention to provide a safe workplace for all employees and expect each employee to participate in accomplishing the goals of our safety program. Participation includes acting responsibly and complying with established safety policies and procedures. Our safety coordinator Vincent Milite is responsible for its implementation. Our safety goals can only be achieved with everyone's cooperation. Your commitment to this program is appreciated and you will benefit personally by not having an accident.

Details of the Township's Safety Program and Policies can be found in the Hanover Township Northampton County Employee Handbook last revised 12/19/2017 effective 1/1/2018 pages 16 – 19.

Signed by Chairman, Board of Supervisors _____
John N. Diacogiannis

Date: 1/9/2018

Hanover Township

Safety Committee Bylaws

I. Purpose

The purpose of the Hanover Township's Safety Committee is to provide a mechanism to proactively address safety and health issues within our organization. Also, the purpose of the safety committee is to regularly bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in the workplace. The committee's primary focus is to detect and correct workplace hazards.

The Safety Committee is a key element to achieving continuous improvement in the accident prevention process.

II. Mission Statement

Hanover Township's Safety Committee is committed to providing a healthy and safe work environment for all employees, visitors and any outside entity that might be affected by our operations. Through open communication and participation by all employees, this commitment can be effective in developing and maintaining that environment.

III. Authority & Responsibility

The authority for safety rests with the owners of Hanover Township. Assignment of responsibility is delegated to the Site Foreman to handle day-to-day safety issues and activities. These individuals will work with the safety committee to address safety issues/concerns. Any recommendations from the safety committee will be directed through these individuals to upper management.

The safety committee is responsible for overseeing and directing the safety program/activities of the company. The committee shall meet every month and review and evaluate regular reports related to past accidents and near misses, safety inspections, other items identified by the safety committee members or submitted by other employees.

IV. Management & Supervisors

Management and supervisors are responsible for implementing company promoted safety initiatives in their respective divisions. Supervisors are responsible for ensuring that employees under their direction receive and understand relevant safety information including actions and recommendations from the safety committee. They will also participate in appropriate safety education and training programs.

V. Meetings & Membership

Note: Supervisor refers to a leadership position and not an elected Supervisor.

Safety committee meetings will be held quarterly at an agreeable time as determined by the safety committee members.

Membership of the committee will include a minimum of two employer representatives and, at the minimum, two employee representatives. If possible, more employee representatives will be on the committee than employer representatives.

Township representatives will include two supervisors.

VI. Safety Committee Member Rotation Procedure

Members will serve on the safety committee for at least one year. After the member's one-year anniversary date, or at an agreeable date after the one-year anniversary, new members will be recruited to replace not more than 25% - 50% of the existing members.

When a committee member needs to be replaced, employees currently not on the committee will be asked to volunteer to serve on the safety committee. Management will determine if the candidates are acceptable.

If no new employees volunteer to be on the safety committee, or no other candidates can be recruited for the committee, the existing members will either continue to serve for another year or management will require new employees to serve.

VII. Safety Committee Duties

The specific duties of the safety committee include:

1. Facilitate cooperation among employees in initiating, developing, carrying out and monitoring measures designed to ensure the health, safety and welfare of employees;
2. Assist in the resolution of occupational health and safety issues at the workplace;
3. Assist in the formulation and dissemination of policies, practices and procedures that promote health and safety at the workplace;
4. Assist with the development of accident and investigative reporting procedures; and
5. Advise the employer on any proposed or actual changes to health and safety policies, practices and procedures in the workplace.

*The committee may also carry out additional duties as needed.

VIII. Safety Committee Functions

The specific functions of the safety committee are to:

1. Detect hazards;
2. Analyze and solve problems; and
3. Assist in the management of safety.

IX. Safety Committee Responsibilities

Note: Supervisor refers to a leadership position and not an elected Supervisor.

At a minimum, the committee should do the following:

1. Evaluate existing injury and illness prevention programs;
2. Establish procedures for conducting and documenting the findings of periodic workplace inspections;
3. Make recommendations to correct hazards;
4. Review, in a timely manner, incidents resulting in work-related deaths, injuries, illnesses and complaints; and
5. Conduct follow-up evaluations on the effectiveness of new safety equipment or health and safety procedures.

X. Accident Investigation and Review

The committee will be responsible for reviewing accidents (including near miss accidents) that have occurred since the previous meeting, along with the accident investigation report. The committee will attempt to determine the cause of each accident as well as any corrective actions that have been done or will be done to prevent a similar type of accident from occurring in the future.

XI. Safety Inspections

The committee will review monthly site inspection reports (performed by safety consultant) and discuss deficiencies and findings and recommendations. If a committee members is available on a jobsite, he will be asked to participate in the site inspection.

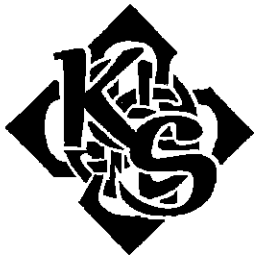
XII. Amendments of Bylaws

These Bylaws may be amended, altered or repealed at any regular or special meeting by a majority vote of the committee members.

Signed by Chairman, Board of Supervisors _____
John N. Diacogiannis

Date: 1/9/2018

Note: Supervisor refers to a leadership position and not an elected Supervisor.



KINGSPRY

January 2, 2018

VIA FIRST CLASS MAIL

James L. Broughal, Esquire
Broughal & DeVito, LLP
38 West Market Street
Bethlehem, PA 18018-5703

**RE: Appeal of 81 Highland Partners, LP
No. C-48-CV-2016-9801**

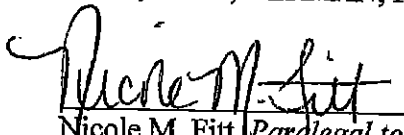
Dear Attorney Broughal:

Enclosed is the Stipulation of Counsel with regard to the above matter. Kindly execute and forward to Attorney Backenstoe for final signature and filing.

Should you have any questions, please do not hesitate to contact our office. Thank you for your attention.

Best Regards,

KING, SPRY, HERMAN, FREUND & FAUL, LLC


Nicole M. Fitt, *Paralegal to*
Jonathan M. Huerta, Esq.

/nmf

Enclosures

cc: Neil Andrew Stein, Esquire (w/encs.)
David M. Backenstoe, Esquire (w/encs.)

JEROME B. FRANK
DONALD F. SPRY II
KIRBY G. UPRIGHT, LL.M., CPA
KENT H. HERMAN
TERENCE L. FAUL
JOHN E. FREUND, III
JEFFREY T. TUCKER
NICHOLAS NOEL, III
GLENN M. HAZELTINE*
ALAN S. BATTISTI
KEVIN C. REID*
PAUL S. FRANK
BRIAN J. TAYLOR**
MICHAEL A. GAUL
ELIZABETH M. KELLY
ELLEN C. SCHURDAK
KRISTINE RODDICK
REBECCA A. YOUNG
DOROTA GASINICA-KOZAK
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OF COUNSEL:
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{00471069}

www.kingspry.com

IN THE COURT OF COMMON PLEAS OF NORTHAMPTON COUNTY, PENNSYLVANIA
CIVIL ACTION – LAW

APPEAL OF 81 HIGHLAND PARTNERS, L.P.	:	
FROM THE DECISION OF THE NORTHAMPTON	:	Case No. C-48-CV-2016-9801
COUNTY REVENUE BOARD OF APPEALS	:	
	:	
and	:	
	:	
COUNTY OF NORTHAMPTON	:	
Intervenor.	:	
	:	
MAP M6 – BLOCK 15 – UNIT #10H 0214	:	
	:	
81 HIGHLAND AVENUE, HANOVER TOWNSHIP	:	

STIPULATION OF COUNSEL

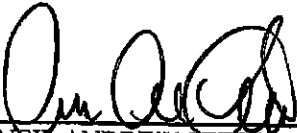
AND NOW, this ____ day of _____, 2017, it is stipulated and agreed by and among Neil Andrew Stein, Attorney for the Petitioners, David M. Backenstoe, Assistant Solicitor for the County of Northampton, Donald F. Spry, II, Attorney for the Bethlehem Area School District, and James L. Broughal, Attorney for Hanover Township, and after consultation, that the total assessment for the property located in Hanover Township, Northampton County, Pennsylvania, designated as Tax Parcel No. M6-15-10H 0214, shall be modified as follows:

- For tax year January 1, 2017, the Fair Market Value shall remain at \$5,000,000.00 and the Assessed Value shall decrease from \$2,500,000.00 to \$1,715,000.00, based on the Common Level Ratio of 34.3%.

A. This stipulation of Counsel will remain in effect unless and until changed as otherwise provided by law.

(STIPULATED AGREEMENT CONTINUED)

IN WITNESS WHEREOF, the parties have caused this stipulation to be executed as of
the date first above written.



NEIL ANDREW STEIN, ESQUIRE
Attorney for Petitioner(s)

DAVID M. BACKENSTOE, ESQUIRE
Attorney for Respondent



DONALD F. SPRY, II, ESQUIRE
Attorney for Bethlehem Area School District

JAMES L. BROUGHAL, ESQUIRE
Attorney for Hanover Township

Hanover Township – Northampton County

Job Description

Position: Township Manager

Position

Requirements:

The Township Manager is appointed by the Board of Supervisors and is fully qualified to exercise the powers to perform the duties of the office as required by law. The Township Manager is the chief executive and administrative official of the Township and shall supervise and be responsible for the day-to-day operations and activities of the Township including all Township Departments. The Township Manager shall also act as a liaison and resource to the various boards, commissions and committees. (Position is full-time, exempt)

Position reports to: The Township Manager is accountable to the Board of Supervisors.

Position

Responsibilities:

Attend all Supervisors' meetings and provide recommendations on actions by the board.

Assists citizens by informing them of Township rules and laws, explaining laws, explaining procedures, hearing complaints and either resolving them or referring them to the responsible official.

In conjunction with the Township Secretary – Treasurer compiles and submits the Annual Budget for all funds in accordance with the policies of the Township for approval by the Board of Supervisors, together with a written report of estimates of costs and other data as may be requested by the Board of Supervisors.

Shall hire, and when necessary for the good of the Township, suspend or terminate employees of the Township under their supervision, pursuant to the policies adopted by the Board of Supervisors. Hiring shall be done within the confines of the Township Budget, and a report shall be made at the next available Board of Supervisors meeting.

Periodically review existing job classifications and salary ranges of all employees and present recommendation for additions, changes or modifications to the Board.

Shall attend all meetings of the Board of Supervisors, and other meetings as may be requested by the Board of Supervisors with a right to take part in discussions.

Shall keep the Board of Supervisors informed of the conduct and condition of Township affairs in a timely manner.

Shall make recommendations to the Board of Supervisors on operations, policies, Resolutions, Ordinances, Proclamations and other matters for the good of the Township.

Shall purchase supplies and equipment for the services and operations of the Township, within the confines of the Township Budget, and guidelines of the Second Class Township Code, as amended, and the dollar limitations established by resolution of the Board of Supervisors, from time to time. A report of these purchases shall be made to the Board of Supervisors. Any purchases other than those must be accomplished by a Purchase Order, after approval by the Township Manager.

Complaints regarding services of personnel of the Township shall be referred to the Township Manager. The Township Manager, or his designated agent, shall investigate and handle the complaints within the Township Managers' powers and a report shall be given to the Board of Supervisors.

Shall draft and present policies, guidelines and regulations on operations and services to the Board of Supervisors of the Township, for their approval prior to implementation.

Works with the County, State and Federal Government on projects and obtaining financing and grants.

Shall work with all parties interested in doing business with or in the Township.

Negotiate contracts for the Township, subject to Board of Supervisors' approval.

Shall be from time to time the liaison for the Board of Supervisors, as the Board of Supervisors may delegate.

Shall work with the Township Engineer and/or the Township Solicitor on Township matters as the need arises.

Shall receive a copy of all Township incoming correspondence and all Blueprints and Plans which are submitted to the Township.

Performs all duties safely and consistent with Township's Safety Policy.

***Required
Knowledge, Skills
and Abilities:***

Working knowledge of Municipal Government.

Excellent communications skills, both written and oral.

Strong interpersonal skills.

Ability to learn and apply a variety of laws, ordinances, rules, requirements and procedures applicable to Township business.

Ability to understand and carry out written and oral instructions.

Ability to work effectively with Township officials, other government officials, business associates and the public.

Working knowledge of Microsoft® Suite of products.

Excellent attention to detail and customer service skills.

Ability to organize, prioritize and follow through on multiple tasks or projects simultaneously.

Working knowledge of the Internet and electronic communication.

Attend any training as determined by the Board of Supervisors.

***Education &
Experience:***

Bachelors Degree in Business, Management or Public Administration.

Minimum of five (5) years experience in Municipal Government.

***Supervisory
Responsibility:***

All employees of the Township are under the Township Manager's supervision.

Hanover Township – Northampton County

Job Description

Position: Township Manager's Secretary

Position

Requirements: Ability to perform secretarial duties for the Township Manager in a confidential manner.

Position reports to: Township Manager

Position

Responsibilities: Type documents such as letters, reports, charts or other textual or tabular material from handwritten draft or verbal dictation into draft or final form using a variety of electronic formats.

Type documents such as contracts and forms which require gathering and verifying information to be incorporated from several sources such as files, catalogs, reference books and the Internet.

Copy, collate and distribute pertinent incoming mail or information for Supervisors' knowledge and perusal.

Reviews and files documents utilizing systems which require knowledge of the type, purpose, and status of the document to determine how to file.

Establishes, reorganizes, combines and purges files and filing systems as necessary to enable items to be found efficiently.

Perform arithmetic computations, using established procedures and formulas to determine interest, payment amounts, penalty charges, receipt totals, or similar results.

Prepare reports and correspondence which requires the consolidation of status reports, logs, and lists.

Proofreads typed materials for typographical accuracy, spelling and grammar.

Accept applications, payments, documents, etc. from the public and assist them by explaining procedural requirements.

Assist the Township Manager in accepting, checking for accuracy of information and issuing Road Encroachment Permits.

Perform calculations and issuance of current and past due Sanitary

Sewer Invoices for residents' quarterly, record payments and do deposits for same.

Maintains record of false alarm notifications received from the Colonial Regional Police Department and notifies residents and businesses of excess alarms in a specified period of time as well as assesses the appropriate fees.

Assist in accepting payments, recording and depositing of Township Real Estate taxes.

Assists Township Manager in maintaining employee records for attendance, time-off, personnel records, etc.

Performs all duties safely and consistent with Township's Safety Policy.

Performs related work as assigned by Township Manager.

***Required
Knowledge, Skills
and Abilities:***

Working knowledge of Microsoft® Suite of products, including Word, Excel, Access & PowerPoint.

Knowledge of English grammar, punctuation and spelling.

Ability to read, write and communicate in the English language.

Ability to perform prescribed office procedures, maintain harmonious working relationships and function according to work practices and conduct.

Ability to understand and follow detailed oral and written instructions.

Ability to proof read the straight transfer of information for accuracy and corrects any copying errors.

Ability to perform basic arithmetic calculations.

Attend training as determined by the Township Manager.

***Education &
Experience:***

Graduation from a high school business curriculum which included at least one typing/computer course, or:
Any equivalent combination of experience and training.

***Supervisory
Responsibility:***

None

Hanover Township – Northampton County

Job Description

Position: Public Works Director

Position

Requirements: Coordinates and supervises the operations of the Township owned assets and property. (Position is full-time, exempt)

Position reports to: Township Manager and Board of Supervisors

Position

Responsibilities: Twenty-four hour responsibility for effective operation of the Township sewer system. Monitors the operation of the sewer pumps. Coordinates preventative maintenance, trouble-shooting and repair activities.

Checks Township property daily for needed repairs, preventative maintenance and submits ideas for improvements/repairs to the Township Manager & Board of Supervisors for action.

Maintains Township swimming pool and coordinates Fall closing and Spring opening of the pool services.

Maintain all Township roads, plows snow and cleans streets as needed.

Participates in hiring, evaluation and termination of department employees.

Participates in budget processes for the department.

Responsible for the Township's Safety Program and recommends updates as needed.

Ensures safe work practices (self and employees) when performing work for the Township.

Prepare bids and specifications and apply for grants for equipment, recycling, office equipment etc.

Develops work schedules for the department.

Ability to perform duties of his reports.

Performs other duties as assigned by the Township Manager.

Attend training as determined by the Township Manager.

***Required
Knowledge, Skills
and Abilities:***

Class A driver's license and endorsements.

CDL Supervisory training.

Experience in equipment operation (street maintenance equipment, truck, loader, tractor, mower, etc.)

Experience in equipment maintenance and repair, road repair, tree removal, pool maintenance, general electrical & plumbing, etc.

Job requires individuals to be physically able, on a daily basis, to bend, walk, occasionally lift and carry up to 100 lbs.

Operate vehicles: snowplow, and other equipment and tools associated with the position.

Basic computer knowledge

***Education &
Experience:***

Degree in Engineering or eight years equivalent experience

***Supervisory
Responsibility:***

Crew Leaders

Hanover Township – Northampton County

Job Description

Position: Crew Leader -- Roads

Position

Requirements: Hands on employee who oversees the road segment crew. (Position is full-time)

Position reports to: Public Works Director

Position

Responsibilities: Supervises, directs and works with crew engaged in repairing road surfaces, installing and repairing signs and guard rails and removing debris from drainage areas.

Interviews and makes recommendation on hiring new road crew members.

Trains new employees, assigns and evaluates their work and recommends disciplinary action to the Public Works Director and Township Manager.

Constructs, repairs and supervises the construction and repair of surface and subsurface drainage systems to control water on roadways and drainage areas.

Directs and participates in snowplowing, cindering and salting operations when weather conditions require.

Directs and participates in the collection of leaves.

Makes recommendations to the Public Works Director and Township Manager regarding equipment and supplies needed for road maintenance.

Makes recommendations to the Public Works Director and Township Manager regarding specifications for contracted road repair and construction work.

Keeps maintenance records, work time records, usage reports for vehicles and materials and other required reports & records as designated by the Township Manager.

Performs routine preventative maintenance and repairs to construction

and maintenance equipment.

Develops an annual plan for the upkeep and maintenance of Township roads and municipal assets.

Develops a daily work schedule for upkeep & maintenance of the Township roads and municipal assets.

Makes recommendations to the Public Works Director and the Township Manager regarding equipment and supplies needed for Township roads and municipal asset maintenance.

Makes recommendations to the Public Works Director and Township Manager regarding specifications for contracted repair of Township roads and municipal assets.

Keeps maintenance records, time worked records usage reports for vehicles & materials and other required reports and records as designated by the Township Manager.

Inspects work areas to determine type of work required as well as materials and equipment to be used.

Works with road crew to complete daily schedule.

Operates maintenance vehicles to transport and apply materials to Township roads.

Responsible for the maintenance as needed on all public works equipment and machinery.

Operate vehicles: snowplow, and other equipment and tools associated with the position.

Inspects Township roads and municipal assets for damage or vandalism and rectifies any problems.

Check Township roads and municipal assets for safety and routine maintenance.

Attend training as determined by the Public Works Director and/or Township Manager.

Performs all duties safely and consistent with Township's Safety Policy.

Performs related work as required or assigned.

***Required
Knowledge, Skills
and Abilities:***

Knowledge of standard practices and techniques of road maintenance.

Knowledge of the roads, road conditions and road maintenance needs of the Township.

Possession of a valid Pennsylvania C.D.L. motor vehicle operator's license required.

Knowledge of occupational hazards and safety precautions of road maintenance operations.

Skill in the operation of dump trucks, snow plows, backhoes, mowers, salt spreaders, and similar maintenance equipment.

Ability to recognize road repair needs and to estimate material and labor requirements for specific projects.

Ability to develop and maintain cooperative relationships with citizens whose property borders Township roads, and to schedule work in order to minimize inconvenience to the public.

Job requires individuals to be physically able, on a daily basis, to bend, walk, occasionally lift and carry up to 40 lbs.

Operate vehicles: snowplow, and other equipment and tools associated with the position.

Sufficient physical strength and freedom from disabling defects to lift heavy objects and work under adverse weather conditions.

Ability to get along with, motivate and work in a team.

Ability to assign and direct the work of other employees.

Concerned about getting job done efficiently and timely.

Ability to operate with limited supervision.

***Education &
Experience:***

Education equivalent to completion of High School.

Experience in road and street maintenance and repair which includes operation of maintenance vehicles and supervision of other workers or any equivalent combination of education and experience.

***Supervisory
Responsibility:***

All members of the Road Crew report to the Crew Leader – Roads either directly or indirectly.

Hanover Township – Northampton County

Job Description

Position: Crew Leader - Parks

Position

Requirements: Hands on employee who oversees the parks segment crew. (Position is full-time)

Position reports to: Public Works Director

Position

Responsibilities: Supervises, directs and works with crew engaged in ground maintenance activities such as the mowing and trimming, weeding, preparing for play and other related activities of all playing venues, pavilions, recreation areas, tennis & basketball courts and grounds.

Interviews and makes recommendation on hiring new road crew members.

Trains new employees, assigns and evaluates their work and recommends disciplinary action to the Public Works Director and Township Manager.

Develops an annual plan for the upkeep and maintenance of Township Parks, playing venues and pool.

Develops a daily work schedule for upkeep & maintenance of the Township Parks, playing venues and pool.

Develops a schedule for yard waste collection and disposal.

Makes recommendations to the Public Works Director and the Township Manager regarding equipment and supplies needed for park and pool maintenance.

Makes recommendations to the Public Works Director and Township Manager regarding specifications for contracted repair of parks and pool.

Keeps maintenance records, time worked records usage reports for vehicles & materials and other required reports and records as designated by the Township Manager.

Inspects work areas to determine type of work required as well as materials and equipment to be used.

Works with park crew to complete daily schedule.

Cuts grass, bushes and trees using hand and power tools.

Operates maintenance vehicles to transport and apply materials to Township Parks.

Responsible for the maintenance as needed on all public works equipment and machinery.

Operate vehicles: snowplow, and other equipment and tools associated with the position.

Responsible for all maintenance as needed for all park and pool areas and related facilities.

Inspects park and pool facilities for damage or vandalism and rectify any problems.

Check parks & playground equipment for safety and routine maintenance.

Job requires individuals to be physically able, on a daily basis, to bend, walk, occasionally lift and carry up to 40 lbs.

Sufficient physical strength and freedom from disabling defects to lift heavy objects and work under adverse weather conditions.

Attend training as determined by the Public Works Director and/or Township Manager.

Performs all duties safely and consistent with Township's Safety Policy.

Performs related work as required or assigned.

***Required
Knowledge, Skills
and Abilities:***

Knowledge of standard practices and techniques of park and pool maintenance.

Possession of a valid Pennsylvania C.D.L. motor vehicle operator's license required.

Knowledge of occupational hazards and safety precautions of park and pool maintenance operations.

Operate vehicles: snowplow, mowers, backhoes, graders and other equipment, power equipment and tools associated with the position.

Ability to develop and maintain cooperative relationships with citizens whose property borders Township parks, and to schedule work in order to minimize inconvenience to the public.

Job requires individuals to be physically able, on a daily basis, to bend, walk, occasionally lift and carry up to 40 lbs.

Ability to get along with, motivate and work in a team.

Ability to assign and direct the work of other employees.

Concerned about getting job done efficiently and timely.

Ability to operate with limited supervision.

***Education &
Experience:***

High School education or related work experience required.

Experience in park and pool maintenance and repair which includes operation of maintenance vehicles and supervision of other workers or any equivalent combination of education and experience.

***Supervisory
Responsibility:***

All members of the Road Crew report to the Crew Leader – Parks either directly or indirectly.

Hanover Township – Northampton County

Job Description

Position: Equipment Operator - Mechanic

Position

Requirements: Skilled mechanical work in maintenance, repair and operation of gasoline and diesel powered equipment.

This employee performs maintenance and repair jobs on automobiles, trucks and other township road and property maintenance equipment. Work also involves operation of equipment and performance of manual work in the care of township roads and property. (Position is full-time)

Position reports to: Public Works Director

Position

Responsibilities: Lubricates, changes oil, tunes engines and replaces parts on cars, trucks and other maintenance equipment.

Replaces hydraulic and pneumatic hoses, cylinders and associates parts on maintenance equipment.

Road tests completed repair jobs for proper operation.

Keeps vehicle maintenance records.

Requisitions necessary parts and supplies.

Performs all regular duties of an equipment operator, such as:

Patches road surfaces by cleaning potholes, applying patching materials, leveling, and packing. Cleans and seals surface cracks.

Installs traffic signs, street signs, etc.

Operates maintenance vehicles to load, transport, and apply construction material to road surfaces.

Uses hand and power equipment to excavate drainage ditches and prepare roadways for construction or repairs.

Drives snowplow and applies snow control materials.

Cuts grass, bushes, trees, and branches using hand and power tools.

Performs all duties safely and consistent with Township's Safety Policy.

Performs related work as required or assigned.

***Required
Knowledge, Skills
and Abilities:***

Knowledge of methods, materials, tools and procedures of automotive mechanic trade.

Knowledge of the principals of operation and construction of internal combustion engines.

Knowledge of the hazards and safety precautions of mechanical work and vehicle operation.

Skill in the care and use of tools used in the maintenance and repair of motorized equipment.

Possession of a valid Pennsylvania C.D.L. motor vehicle operator's license required.

Attend training as determined by the Road Superintendent, Public Works Director and/or Township Manager.

Job requires individuals to be physically able, on a daily basis, to bend, walk, occasionally lift and carry up to 100 lbs.

Operate vehicles: snowplow, and other equipment and tools associated with the position.

***Education &
Experience:***

Three years of experience in the maintenance and repair of automotive equipment or the completion of a comparable repair course or apprenticeship and experience in the operation of trucks and construction equipment.

High School education or related work experience required.

***Supervisory
Responsibility:***

None

Hanover Township – Northampton County

Job Description

Position: Equipment Operator

Position

Requirements: Ability to operate the equipment owned, leased or rented by the Township with little supervision and in a safe manner. (Position is full-time)

Position reports to: Crew Leader

Position

Responsibilities: Patches road surfaces by cleaning potholes, applying patching materials, leveling, and packing. Cleans and seals surface cracks.

Installs traffic signs, street signs, etc.

Cleans dirt and refuse from ditches and other drainage structures.

Operates maintenance vehicles to load, transport, and apply construction material to road surfaces.

Uses hand and power equipment to excavate drainage ditches and prepare roadways for construction or repairs.

Drives snowplow and applies snow control materials.

Cuts grass, bushes, trees, and branches using hand and power tools.

Washes and performs routine maintenance on Township vehicles.

Painting Township buildings, recreational equipment, etc.

Performs all duties safely and consistent with Township's Safety Policy.

Performs related work as required or assigned.

Required

**Knowledge, Skills
and Abilities:**

Possession of a valid Pennsylvania C.D.L. motor vehicle operator's license required.

Job requires individuals to be physically able, on a daily basis, to bend, walk, occasionally lift and carry up to 100 lbs.

Operate vehicles: snowplow, and other equipment and tools associated with the position.

Attend training as determined by the Road Superintendent, Public Works Director and/or Township Manager.

***Education &
Experience:***

High School education or related work experience required.

***Supervisory
Responsibility:***

None

Hanover Township – Northampton County

Job Description

Position: Laborer

Position Requirements: Physically capable of performing the duties of a laborer. (Position is full-time)

Position reports to: Crew Leader

Position Responsibilities:

- Mows lawns, trims shrubbery, vacuums leaves, removes snow & ice from steps, walkways and parking areas.
- Directs traffic in work zones and participates in road repairs.
- Opens blocked drains, cleans bathrooms, sweeps floors and paints.
- Washes, check oil, lubricates and maintains vehicles (washes and cleans fleet).
- Installs and repairs street signs.
- Performs other duties as required or assigned.
- Performs all duties safely and consistent with Township's Safety Policy.
- Attend training as determined by the Public Works Director and/or Township Manager.

Required Knowledge, Skills and Abilities:

- Ability to use and maintain common hand and power tools.
- Ability to perform tasks requiring mechanical aptitude.
- Ability to follow oral and written instructions.
- Ability to work effectively with others.
- Sufficient strength and freedom from disabilities to work effectively at the required tasks.
- Ability to drive a motor vehicle.

***Education &
Experience:***

High School graduate or equivalent.

Two years of experience in maintenance work which involved at least two of the building or mechanical trades, or;

Any equivalent combination of experience and training.

***Supervisory
Responsibility:***

None

Hanover Township – Northampton County

Job Description

Position: Township Treasurer

Position

Requirements:

The Treasurer is appointed by the Board of Supervisors and is fully qualified to exercise the powers to perform the duties of the office as required by law. This employee is responsible for the financial affairs of the Township. The Treasurer manages the finances of the Township and takes the appropriate actions to protect the interest of the Township. Work is reviewed by the Township Manager and Township Board of Supervisors through written and oral reports of actions taken. (Position is full-time, exempt)

Position reports to: Board of Supervisors and Township Manager

Position

Responsibilities:

Receive all moneys due the Township and deposit them promptly in a designated depository in the name of the Township.

Keep distinct and accurate accounts of all sums received from taxes and other sources, which accounts shall be open to the inspection of the Board of Supervisors and any citizen of this Commonwealth.

Pay out all moneys of the Township only on direction by the Board of Supervisors.

Responsible for the preparation and management of all grants.

Annually states the Township accounts and makes them available to the Board of Auditors and/or Township's independent Certified Public Accountant.

Prepares the Annual Budget for all funds and maintains the finances and obligations of the Township in compliance with the budget.

Pays bills and other obligations upon the approval of the Supervisors, scheduling payments to the Township's advantage by observing due dates, discount periods, and maturity dates and invested funds.

Receives revenue from tax collections (Real Estate, Earned Income Tax, Business Privilege, etc.), permit fees, motor vehicle and other fines.

Reconciles on a monthly basis all checking accounts and investment accounts.

Reconciles bookkeeping records and insures that necessary vouchers, receipts, etc. are properly recorded and filed for audit purposes.

Prepares various reports required by county, state and federal government.

Confidentially maintains payroll records for all Township employees.

Preserve the account books, papers, documents and other records of the office and turn them over to the successor in office.

Responsible for the administrative functions (paperwork only) of the Township's Safety Program.

Performs all duties safely and consistent with Township's Safety Policy.

The Township Manager and Board of Supervisors may assign other responsibilities as necessary.

***Required
Knowledge, Skills
and Abilities:***

Working knowledge of Municipal Government.

Working knowledge of Microsoft® Suite of products, including Word, Excel, Access & PowerPoint.

Strong interpersonal skills.

Working knowledge of the Internet and electronic communication.

Excellent communications skills, both written and oral.

Ability to learn and apply a variety of laws, ordinances, rules, requirements and procedures applicable to Township business.

Ability to understand and carry out written and oral instructions.

Ability to work effectively with Township officials, other government officials, business associates and the public.

Attend training as determined by the Township Manager.

***Education &
Experience:***

BS or BA degree in Accounting or experience in a similar position.

Supervisory

Responsibility: As determined by the Board of Supervisors and Township Manager.

Hanover Township – Northampton County

Job Description

Position: Office Support Associate Residential Waste & Recycling Billing Coordinator – Full Time

Position Requirements: Must be computer literate and be familiar with Windows environment.

Position reports to: Secretary-Treasurer

Position Responsibilities:

- Validates & reconciles daily receipts for residential waste & recycling.
- Prepares reports for Manager & Secretary-Treasurer of paid and open residential waste & recycling accounts.
- Assists the Secretary-Treasurer by processing annual and interim refuse bills.
- Assists the Secretary-Treasurer by certifying payment of refuse bills when requested.
- Assists the Secretary-Treasurer by answering refuse billing questions by telephone and in person.
- Assists the Secretary-Treasurer and/or Assistant Secretary/Treasurer by preparing daily bank deposits.
- Files documents utilizing systems which require knowledge of the type, purpose, and status of the document in order to determine how to file.
- Establishes, reorganizes, combines, and purges files and filing systems as necessary to enable items to be found efficiently.
- Establishes, reorganizes, combines, and purges files and filing systems as necessary to enable items to be found efficiently and to be in compliance with applicable record retention laws.
- Searches files for hard to locate materials which cannot be found using normal methods of file organization.
- Maintains control of documents such as records and logs which require the determination of pertinent data to be recorded, based on the intended use of the record.

Accepts applications, payments, documents, etc. from the public and assists them by explaining procedural requirements and resolving difficulties related to the processing system.

Assists with the administration of computer software, hardware, and other computer-oriented tasks as needed for the Township.

Performs all duties safely and consistent with Township's Safety Policy.

Perform related work as required or assigned.

***Required
Knowledge, Skills
and Abilities:***

Working knowledge of Microsoft® Suite of products, including Word, Excel, Access, PowerPoint & Publisher.

Knowledge of English grammar, punctuation, and spelling.

Ability to understand and follow detailed oral and written instructions.

Excellent attention to detail and customer service skills.

Ability to successfully interact with individuals from all levels within the organization as well as externally.

Strong communication (oral & written) and organizational skills.

Attend training as determined by the Township Manager.

***Education &
Experience:***

Graduation from a high school business curriculum.

***Supervisory
Responsibility:***

None

Hanover Township – Northampton County

Job Description

Position: Township Secretary

Position

Requirements:

The Secretary is appointed by the Board of Supervisors and is fully qualified to exercise the powers to perform the duties of the office as required by law. This employee is responsible for maintenance of Township records, seeing that the problems and questions of citizens are attended to or brought to the Board of Supervisors' attention. Work is reviewed by the Township Manager and Township Board of Supervisors through written and oral reports of actions taken. (Position is full-time, non-exempt)

Position reports to: Board of Supervisors and Township Manager

Position

Responsibilities:

Record the proceedings of the board of supervisors and all court orders relative to the laying out, opening and vacating of roads in a minute book.

Preserve the minute book and other records and turn them over to the successor in office.

With the consent of the board of supervisors and in conformity with other laws governing the retention and disposition of municipal records, have the authority to destroy records and papers of the township other than the minute book and account book after the lapse of six years from the date of the records.

Inform supervisors of all township meetings, including special meetings of the board of supervisors. Prepares agenda for Supervisors' meetings, attends Supervisors' meetings to record minutes and provide procedural advice.

Assists citizens by informing them of Township rules and laws, explaining laws, explaining procedures, hearing complaints and either resolving them or referring them to the responsible official.

Assists Supervisors and Solicitor in preparation of legislative actions, by typing, checking advertising, and recording the action as required by law.

Collects fees not handled by other officials.

Prepares various reports required by county, state and federal government.

Pension Fund Administrator.

Communicates with developers concerning deadlines and agreements.

Confidentially maintains payroll, personnel and benefit records for all township employees.

Confidentially maintains other records in accordance with a retention schedule of items such as advertising, bids, contracts, road repairs, official actions and incidents.

Performs all duties safely and consistent with Township's Safety Policy.

The Township Manager and Board of Supervisors may assign other responsibilities as necessary.

***Required
Knowledge, Skills
and Abilities:***

Working knowledge of Municipal Government.

Working knowledge of Microsoft® Suite of products, including Word, Excel, Access & PowerPoint.

Strong interpersonal skills.

Working knowledge of the Internet and electronic communication.

Excellent communications skills, both written and oral.

Ability to learn and apply a variety of laws, ordinances, rules, requirements and procedures applicable to Township business.

Ability to understand and carry out written and oral instructions.

Ability to work effectively with Township officials, other government officials, business associates and the public.

Attend training as determined by the Township Manager.

***Education &
Experience:***

Graduation from a high school business curriculum or post high school

secretarial school which included at least one typing/computer course,
or: Any equivalent combination of experience and training.

Working knowledge of bookkeeping.

***Supervisory
Responsibility:***

As determined by the Board of Supervisors and Township Manager

Hanover Township – Northampton County

Job Description

Position: Receptionist Clerk

Position

Requirements: Must be computer literate and must be familiar with Windows environment and possess an excellent telephone manner. (Position is full-time)

Position reports to: Township Manager

Position

Responsibilities: Answer incoming phone calls and either handle caller's questions or inquiries or direct to appropriate party.

Type documents such as letters, reports, charts or other textual or tabular material from handwritten draft or magnetic tapes into draft or final form using a variety of formats.

Type documents such as purchase orders, contracts, agendas, and transactions which require gathering and verifying information to be typed from several sources such as files, catalogs, or reference books

Establishes, reorganizes, combines, and purges files and filing systems as necessary to enable items to be found efficiently.

Maintains control of documents such as records and logs which require the determination of pertinent data to be recorded, based on the intended use of the record.

Proof reading typed materials for typographical accuracy, spelling and grammar.

Accepts applications, payments, documents, etc. from the public and assists them by explaining procedural requirements and resolving difficulties related to the processing system.

Proof reads typed materials for adherence to office rules, consistency, and appropriateness in relation to other actions.

Composes correspondence to answer questions about the status of unusual or non-standard actions.

Gathers information for reports which require determination for the completeness and appropriateness of the information compiled and may require a decision of whether to search outside normal office files to find necessary information.

Assists residents in resolving unusual problems with requests, applications, payments, etc. that may require the use of seldom used procedures or whether exceptions to established procedures are required.

Prepares reports and correspondence which require the consolidation of status reports, logs, lists, and other statistical and narrative information generated by other employees.

Performs all duties safely and consistent with Township's Safety Policy.

Performs related work as required or assigned

***Required
Knowledge, Skills
and Abilities:***

Working knowledge of Microsoft® Suite of products, including Word, Excel, Access & PowerPoint.

Knowledge of English grammar, punctuation and spelling.

Knowledge of standard office procedures, practices, conduct and actions necessary in maintaining harmonious working relationships.

Ability to develop and set up clerical procedures for the process of office activities performed.

Ability to assemble, organize, and present status information from various source materials concerning the operation of a process or office activities.

Ability to proofread information for compliance with specific administrative or procedural rules.

Ability to organize work in a manner which insures smooth processing and accomplishment of priority items on schedule.

Ability to use discretion and judgment in dispensing information which may be subject to misunderstanding or misuse.

Ability to compose correspondence of inquiry or explanation relating to a problem, request, or program need by surveying the nature of the item

and determining the course of action to execute the presentation.

Performs related work as required or assigned.

Attend training as determined by the Township Manager.

***Education &
Experience:***

One year of post high school business education, or; any equivalent combination of experience and training.

***Supervisory
Responsibility:***

None

Hanover Township – Northampton County

Job Description

Position: Zoning and Code Enforcement Officer

Position

Requirements: To monitor all building activity in the Township and to ensure that the appropriate permits were issued for work performed. (Position is full-time)

Position reports to: Township Manager

Position

Responsibilities: To conduct periodic inspections throughout Hanover Township for possible code violations.

To submit accurate written and/or electronic monthly reports for the purpose of filing information with the Northampton County tax assessor's office, the United States Census Bureau, the Hanover Township real estate tax collector and to keep the Board of Supervisors informed about development within Hanover Township.

On a weekly basis, review all building and zoning permit applications submitted to the Township Secretary to determine if in compliance with all codes and ordinances. Review must occur prior to the issuance of a permit.

To issue permits for construction or occupancy on timely basis if applications are satisfactory.

To issue letters of denial, in a timely basis, if applications are unsatisfactory.

To render all decisions on applications in conformance with applicable ordinances, without consultation with Supervisors, Planning Commission members or Zoning Hearing Board members.

To consult with Hanover Township's solicitor and/or engineer if any ordinance clarifications are needed with respect to applications.

On a weekly basis, to spend twenty percent of all work time policing Hanover Township for violations of any ordinances or codes, including but not limited to Hanover Township's Zoning Ordinance, Hanover Township's Subdivision and Land Development Ordinance, the BOCA Property Maintenance Code adopted by Hanover Township, and all other codes and ordinances. If any violations are discovered, to take

appropriate legal measures, including but not limited to issuance of warning notices and filing of enforcement actions before the appropriate District Justice to rectify the violations. To provide a weekly written report to the Township Manager and Board of Supervisors on all such policing activities performed during the week.

To issue citations to persons found in violation of Township ordinances or codes.

To appear before the District Justice on behalf of the Township to prosecute all actions filed as a result of ordinance or code violations.

To maintain appropriate files and records.

To respond to citizen complaints regarding violations of ordinances and codes.

To perform follow-up investigations to see that remedial action has been taken.

To take photograph of violations for the purpose of evidence and identification.

To prepare case, including history, facts, photos and other information needed and/or requested by the Township solicitor for prosecution or ordinance and code violations.

To testify in Court as required.

To submit monthly reports to the Northampton County Assessment Office on building permits issued, submitting copies to the Township Tax Collector.

To maintain a satisfactory relationship with the public, residents, applicants, Supervisors and other Township employees.

To perform any other duties as required.

Performs all duties safely and consistent with Township's Safety Policy.

To perform other duties as assigned by the Township Manager or Board of Supervisors.

***Required
Knowledge, Skills
and Abilities:***

Knowledge of Township codes and ordinances, and state laws dealing with building and development.

Ability to detect code and ordinance violations.

Ability to prepare regular and special reports.

Ability to maintain hard copy records and files.

Ability to perform mathematical calculations.

Ability to enforce pertinent codes, ordinances, laws and regulations pertaining to zoning, nuisance, maintenance, noise, building, health, safety and welfare with impartiality and efficiency.

Ability to understand legal descriptions and boundary maps of real property.

Ability to analyze and compile technical information on ordinance and code investigations and violations.

Ability to prepare cases for prosecution and to testify in Court.

Skill in communicating effectively orally and in writing.

Skill in solving problems with irate persons.

Skill in using general office equipment such as copier and fax machine

Skill in taking photographs.

Working knowledge of Microsoft® Suite of products, including Word, Excel and Internet Explorer.

The ability to learn and utilize specific software for the issuing of building permits, etc.

Ability to establish and maintain effective working relationships with property owners, elected officials, private agencies, contractors and the public.

Ability to read and write at a college level.

Ability to use hands to finger, handle, feel or operate equipment and tools in various weather conditions.

Ability and willingness to work in potentially adverse weather conditions.

Ability and willingness to work in areas that may expose employee to noxious weeds like poison ivy, poison sumac, poison oak and to insect bites and stings.

Ability to move objects weighing twenty-five pounds from one location to another.

Ability to walk, sit, stoop, stand and climb in a variety of conditions including cramped conditions and uneven or undeveloped land sites.

Ability to focus visually on objects at close range, to see colors accurately and with proper depth perception.

Ability to operate an automobile.

Must possess a valid Pennsylvania non-commercial driver's license before employment and for the duration of employment in this position.

Attend training as determined by the Township Manager.

***Education &
Experience:***

To have received high school degree or its equivalent.

To complete a minimum of six hours of approved Code Enforcement Officer training classes, as offered by the Pennsylvania State Association or Township Supervisors Association, the Local Government Academy, or the equivalent, within one year of the start of employment in the position of Hanover Township Zoning and Code Enforcement Officer.

Minimum of five years experience in zoning and code enforcement.

***Supervisory
Responsibility:***

None

Hanover Township – Northampton County

Job Description

Position: Code Enforcement Official

Position

Requirements: Building Code Official L&I Certification

Position reports to: Zoning Officer

Position

Responsibilities:

Assists the Zoning Officer in the enforcement of Township Ordinances and Building & Zoning Regulations. Individual is authorized to institute civil proceedings as a means of enforcement when acting in the scope of there employment.

Assist the Zoning Officer in the issuance of building and zoning permits.

Assists the Zoning Officer by scheduling inspections and answering questions.

Assists in the preparation of monthly reports.

Files building and zoning documents either electronically or manually.

Establishes, reorganizes, combines, and purges files and filing systems as necessary and in compliance with the regulations of the Commonwealth of PA.

Maintains control of documents such as records and logs which require the determination of pertinent data to be recorded, based on the intended use of the record.

Accepts applications and documents, etc. from the public and assists them by explaining procedural requirements and resolving difficulties related to the processing system.

Performs all duties safely and consistent with Township's Safety Policy.

Perform related work as required or assigned.

**Required
Knowledge, Skills
and Abilities:**

Working knowledge of Microsoft® Suite of products, including Word,

Excel, Access & PowerPoint.

Knowledge of English grammar, punctuation, and spelling.

Ability to understand and follow detailed oral and written instructions.

Ability to file and retrieve material by matching the item category with the appropriate file heading.

Ability to perform basic arithmetic calculations.

Ability to learn the operation of specialized office machines, such as computers and to use the computer whenever possible.

Excellent attention to detail and customer service skills.

Ability to successfully interact with individuals from all levels within the organization as well as externally.

Strong communication (oral & written) and organizational skills.

Attend training as determined by the Zoning Officer or Township Manager.

***Education &
Experience:***

High School graduate

Working knowledge of Zoning Regulations

Working knowledge of International Property Maintenance and International Fire Code

***Supervisory
Responsibility:***

None

Hanover Township – Northampton County
Community Center
Job Description

Position: Recreation Director

Position

Requirements: Responsible for the day-to-day operations of the Hanover Township Community Center, Township Pool and Township Recreation needs. Responsible for all financial reporting, programming and scheduling of activities and upkeep of the HTTC. Responsible for the scheduling of staff and resources for the successful operation of the community center, township pool and other recreational program in Hanover Township.

Position reports to:

Township Manager

Position

Responsibilities: Responsible for the daily operation of the Hanover Township Community Center, Township Parks and recreational activities within the Township.

Implementation of Winter, Spring, Summer and Fall activities for the youth and adults of all ages.

Communication of Recreational Programming and needs to the Board of Supervisors and the Recreation Advisory Board.

Scheduling of staff at the Community Center.

Production and timely distribution of a quarterly recreation "newsletter" to township residents.

All human resources responsibilities including safety of HTCC staff and management

Responsible for all aspects of Township pool

Hiring, training, supervision, promotion and dismissal of community center and recreational staff.

Responsible for the safety of all staff and participants.

Responsible for the Summer Parks Program and the staffing of the program.

Responsible for the seasonal operation and staffing of the pool.

Responsible for the preparation of an Annual Budget including supplies, equipment, personnel, programs, activities, staffing and maintenance of the recreational facilities in the Township. Must be submitted to the Township Manager by September 30th of each year.

Available to the Board of Supervisors to explain budgetary request.

Responsible for the daily financial records (may be delegated).

Responsible for the maintenance of all membership records (may be delegated).

Responsible for personnel records and the payment of personnel's wages.

Responsible for the cleanliness and upkeep of the Hanover Township Community Center.

Working knowledge of the policies and rules & regulations of the Community Center.

Attendance at the monthly Recreation Advisory Board meetings.

Attend training as determined Township Manager.

Performs all duties safely and consistent with Township's Safety Policy.

The Township Manager may deem other responsibilities as necessary.

***Required
Knowledge,
Skills and
Abilities:***

Computer literate with working knowledge of Microsoft Suite of Products and the Internet.

Ability to manage, direct, motivate and discipline staff.

Ability to manage in a fast paced environment.

***Education &
Experience:***

Bachelors Degree in Parks and Recreation or Physical Education or equivalent experience in field or management.

Excellent organizational, communications and interpersonal skills.

Certified in CPR and First Aid.

***Supervisory
Responsibility:***

All employees of the Community Center, Pool and recreation programs

Hanover Township – Northampton County
Community Center
Job Description

Position: Assistant Recreation Director – Programs & Aquatics

Position

Requirements: Responsible for developing and overseeing programming at the Community Center, Township Pool and other recreational activities (summer park and camp programs) in the Township.

Position reports to:

Recreation Director

Position

Responsibilities: In conjunction with or in the absence of the recreation director is responsible for the daily operation of the Hanover Township Community Center, Township Parks, Pool and recreational activities within the Township

Coordinate, develop and implement programs for participants ages pre-k through seniors

Implementation of Spring, Summer, Fall and Winter activities for youth and adults through at the Community Center and Township Parks

Oversee front desk staff

Open and/or close Community Center

Responsible for the safety of all staff and participants

Coordinate building usage and monitor budget for programming supplies

Responsible for coordinating all community service (students) for programs and activities

Possess working knowledge of the policies and rules/regulations of the Community Center & Township Pool

Responsible for every phase of pool operations; scheduling & training of head lifeguard, lifeguards & gate attendants

Attendance at monthly staff meetings

Prepare a quarterly report on programs

Attend training as directed by Recreation Director

In the absence of a Pool Manager and/or Park and Recreational Program Coordinator assumes those duties

Meeting with and answering to Board of Supervisors and the Recreation Advisory Board

Performs all duties safely and consistent with Township's Safety Policy.

Other duties as assigned by the Township Manager & Recreation Director

***Required
Knowledge,
Skills and
Abilities:***

Minimum of 2 years experience in parks and recreation administrative, education or youth programming

***Education &
Experience:***

BS in Physical Education, Parks and Recreation or Sports Management

Minimum of 2 years experience in Parks and Recreation, education or youth programming

Excellent organizational, communication and interpersonal skills

Working knowledge of computers and Microsoft Suite of Products

Certified in CPR and First Aid

WSI/Aquatics Instructor Head Lifeguard or Pool Supervisor skills necessary

***Supervisory
Responsibility:***

Oversees/supervises every position in the Community Center, other than Director, including Program Instructors, Pool Personnel and Front Desk Staff