
2009

**RE-ORGANIZATION MEETING
January 5, 2009**

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, Pennsylvania 18017, at 7:30 P.M. by the presiding Chairman, Mr. John N. Diacogiannis.

Present were Supervisors Diacogiannis, Nagle, Tanczos, and Walbert.

The Pledge of Allegiance was performed.

Mr. Diacogiannis noted for the record that Robert Van Why was sworn in as Fire Marshall and Dale Broadway as Deputy Fire Marshall.

The first order of business is to organize the Board of Supervisors.

Upon a motion of Mr. Nagle, seconded by Mr. Tanczos, the Board unanimously approved to appoint John N. Diacogiannis as Chairman of the Board of Supervisors for the year 2009.

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

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

Upon a motion of Mr. Nagle, seconded by Mr. Tanczos, the Board unanimously approved to appoint Glenn R. Walbert as Vice-Chairman of the Board of Supervisors for the year 2009.

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

Upon a motion of Mr. Nagle, seconded by Mr. Tanczos, 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 2009 at the rate of \$110.00 per hour as stated in his letter dated August 13, 2008, a copy of which is attached and made part of the minutes, for all work as well as \$110.00 per hour for the attendance at any meeting. The fee of \$110.00 per hour for meetings is extended to an associate of the Broughal & DeVito, L.L.P. in the absence of Mr. Broughal.

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

Upon a motion of Mr. Nagle, seconded by Mr. Tanczos, the Board unanimously approved to re-appoint Mr. James Birdsall representing Hanover Engineering Associates as the Township Engineer for the year 2009 with a retainer fee of \$210.00 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. Birdsall's absence. All other time spent by Mr. Birdsall 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 2009 fee schedule, submitted by Mr. Birdsall with his cover letter dated August 21, 2008, a copy of which is attached and made part of the minutes.

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

Upon a motion of Mr. Nagle, seconded by Mr. Tanczos, 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 \$125.00 per hour.

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

Upon a motion of Mr. Nagle, seconded by Mr. Tanczos, 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 \$30.00 per meeting and at an hourly rate of \$11.10 per hour for other services as approved by the Planning Commission Chairman. Total cost of such services for the calendar year 2009 shall not exceed \$1,400.00. A copy of this motion is to be sent to the Chairman of the Planning Commission by the Secretary-Treasurer.

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

Upon a motion of Mr. Walbert, seconded by Mr. Nagle, the Board unanimously approved compensation at the mileage rate established by the Internal Revenue Service to employees and Supervisors required to use their own vehicles for Township business.

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

Upon a motion of Mr. Walbert, seconded by Mr. Nagle, the Board unanimously approved compensation for Crossing Guards at the rate of \$12.40 per hour with the rate being apportioned between the Bethlehem Area School District and Hanover Township as per the 1980 Agreement.

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

Upon a motion of Mr. Walbert, seconded by Mr. Nagle, the Board unanimously approved the hiring of snow emergency help at the rate of up to \$16.00 per hour for individuals with CDL licenses and up to \$13.00 per hour for all others. Hiring is at the discretion of the Township Manager.

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

Upon a motion of Mr. Walbert, seconded by Mr. Nagle, the Board unanimously approved the following paid Holiday schedule for 2009 for all Township and Community Center full-time employees.

Good Friday
Memorial Day
Independence Day
Labor Day
General Election Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day
New Years Eve
New Years Day 1/1/10

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

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

Upon a motion of Mr. Walbert, seconded by Mr. Nagle, the Board unanimously approved the following paid Holidays for Crossing Guards for the calendar year 2009 as follows:

Good Friday
Memorial Day
Thanksgiving Day
Christmas Day
New Years Day 1/1/10

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

Upon a motion of Mr. Walbert, seconded by Mr. Nagle, the Board unanimously approved to re-appoint Mr. Jeffrey T. Huff #01900, Mr. Scott J. Brown #01716, Ms. Janice S. Buskirk #01762, Mr. Christopher A. Taylor #03138, and Mr. Jacob A. Schray #03134 as State Sewage Enforcement Officers for Hanover Township.

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

Upon a motion of Mr. Walbert, seconded by Mr. Nagle, the Board unanimously approved to re-appoint Mr. Robert Van Why, Jr. as the Hanover Township Fire Marshall.

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

Upon a motion of Mr. Walbert, seconded by Mr. Nagle, the Board unanimously approved to re-appoint Mr. Dale E. Broadway as the Hanover Township Assistant Fire Marshall.

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

Upon a motion of Mr. Walbert, seconded by Mr. Nagle, the Board unanimously approved to appoint the Township Manager, and in the absence of the Township Manager, the Secretary-Treasurer, as purchasing officers with a purchase authorization to a maximum of \$15,000.00. Purchases in excess of \$15,000 require the approval of the Chairman of the Board of Supervisors, followed by authorization of the entire Board.

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

Upon a motion of Mr. Walbert, seconded by Mr. Nagle, the Board unanimously approved to re-appoint Luis Campos and N. James Sterner to the Planning Commission for a four-year term to expire January 1, 2013.

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

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

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

Upon a motion of Mr. Tanczos, seconded by Mr. Walbert, the Board unanimously approved to re-appoint Jared McLaughlin to the Special Events Committee for three-year term to expire January 1, 2012.

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

Upon a motion of Mr. Tanczos, seconded by Mr. Walbert, the Board unanimously approved to re-appoint Paul Balla to the Zoning Hearing Board for a three-year term to expire January 1, 2012.

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

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

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

Upon a motion of Mr. Tanczos, seconded by Mr. Walbert, the Board unanimously approved to re-appoint David Messics and Michael Stasak to the Recreation Advisory Board for a five-year term to expire January 1, 2014.

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

Upon a motion of Mr. Tanczos, seconded by Mr. Nagle, the Board unanimously approved to re-appoint Mr. Robert J. Schoenen, Jr. as the Township Representative and Mr. John J. Finnigan, Jr. as Alternate to the Bethlehem Area Public Library Board.

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

Upon a motion of Mr. Tanczos, seconded by Mr. Nagle, the Board unanimously approved to re-appoint Supervisor Walbert and Mr. John J. Finnigan, Jr. as Township Representatives to the 248 Brodhead Road Operating Committee for the year 2009.

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

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

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

RESOLUTION 09-01

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 \$95,706.00 per year, payable from the general fund of the Township. Effective date of salary is January 1, 2009.

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. Tanczos, seconded by Mr. Nagle, the Board unanimously approved to adopt the following Resolution for Township Depositories.

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

RESOLUTION 09-02

WHEREAS, Section 708 of the Second Class Township Code 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 2009:

National Penn Bank, 1605 N. Cedar Crest Boulevard, Allentown, PA 18104;

Susquehanna Bank D V, 101 S. Bryn Mawr Avenue, P. O. Box 190, Bryn Mawr, PA 19010

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

Lafayette Ambassador Bank, 360 Northampton Street, P. O. Box 25091, Lehigh Valley, PA 18002-5091; 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-Treasurer to direct 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. Tanczos, seconded by Mr. Nagle, the Board unanimously approved to authorize the Chairman, Vice Chairman or Township Manager to co-sign with the Secretary-Treasurer checks drawn on Township funds.

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

Upon a motion of Mr. Tanczos, seconded by Mr. Nagle, the Board unanimously approved to authorize obtaining a Bond covering the Secretary-Treasurer in the amount of Three Million Dollars, the Assistant Secretary-Treasurer in the amount of Twenty-Five Thousand Dollars and the Tax Collector in the amount of Six Hundred Fifty Thousand dollars.

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

Upon a motion of Mr. Tanczos, seconded by Mr. Nagle, the Board unanimously approved to authorize the Secretary-Treasurer to duly advertise in a local newspaper, that the Board of Supervisors, Hanover Township, Northampton County, Pennsylvania will hold their regularly scheduled monthly meetings on the second and fourth Tuesday of each month.

All meetings will be held at the Township Municipal Building, 3630 Jacksonville Road, Bethlehem, Pennsylvania and are scheduled to start at 7:30 P.M. unless otherwise advertised. All meetings are open to the public; further, that the Secretary-Treasurer be authorized to advertise the scheduled meetings of all other Boards, Commissions and Committees for 2009.

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

Upon a motion of Mr. Nagle, seconded by Mr. Tanczos, 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 Walbert as the alternate delegate.
Mr. Nagle – aye, Mr. Tanczos – aye, Mr. Walbert – aye, Mr. Diacogiannis, aye.

Upon a motion of Mr. Nagle, seconded by Mr. Tanczos, the Board unanimously approved to re-appoint Supervisor Walbert as the delegate to the Northampton County Association of Township Officials.
Mr. Nagle – aye, Mr. Tanczos – aye, Mr. Walbert – aye, Mr. Diacogiannis, aye.

Upon a motion of Mr. Nagle, seconded by Mr. Tanczos, the Board unanimously approved to appoint the members of the Board of Supervisors for 2009 as Roadmasters for the following Districts:

Supervisor Tanczos	District #4
Supervisor Salvesen	District #3
Supervisor Diacogiannis	Districts #6
Supervisor Walbert	District #2
Supervisor Nagle	District #1 & 5

Districts are outlined on a map attached at the end of these minutes.
Mr. Nagle – aye, Mr. Tanczos – aye, Mr. Walbert – aye, Mr. Diacogiannis, aye.

Upon a motion of Mr. Nagle, seconded by Mr. Tanczos, the Board unanimously approved to re-appoint Glenn Walbert as the representative for Hanover Township to the Colonial Regional Police Commission and to re-appoint John Diacogiannis as alternate.
Mr. Nagle – aye, Mr. Tanczos – aye, Mr. Walbert – aye, Mr. Diacogiannis, aye.

Upon a motion of Mr. Nagle, seconded by Mr. Tanczos, the Board unanimously approved to adopt the following Resolution for Supervisors responsibilities acting as Roadmasters.
Mr. Nagle – aye, Mr. Tanczos – aye, Mr. Walbert – aye, Mr. Diacogiannis, aye.

RESOLUTION 09-03

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. Tanczos, the Board unanimously approved to adopt the following Resolution for the Compensation of the Tax Collector.
Mr. Nagle – aye, Mr. Tanczos – aye, Mr. Walbert – aye, Mr. Diacogiannis, aye.

RESOLUTION 09-04

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 twenty-five (\$25.00) for the fiscal year 2009, 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. Tanczos, seconded by Mr. Walbert, the Board unanimously approved to authorize the Secretary-Treasurer to send letters to all newly appointed, resigning or retiring members of Boards or Commissions notifying them of their appointments, or thanking them for their services during their terms of office.
Mr. Nagle – aye, Mr. Tanczos – aye, Mr. Walbert – aye, Mr. Diacogiannis, aye.

Upon a motion of Mr. Tanczos, seconded by Mr. Walbert, the Board unanimously approved to authorize the Secretary-Treasurer to send letters to all Boards, Commissions or Committees advising them of their budgets for 2009.
Mr. Nagle – aye, Mr. Tanczos – aye, Mr. Walbert – aye, Mr. Diacogiannis, aye.

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

Administration	Mr. John D. Nagle
Development	Mr. Mark J. Tanczos
Planning & Zoning	Mr. Glenn R. Walbert
Public Works	Mr. Stephen R. Salvesen

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

Upon a motion of Mr. Walbert, seconded by Mr. Nagle, the Board unanimously approved the following pay schedule for full-time Township positions, as recommended by the Township Manager:

Township	Position	Salary/Up To
	Secretary/Treasurer	56,870.07
	Asst. Secretary/Treasurer	42,864.60
	Public Works Director & Code Enforcement Officer	72,290.50
	Road Superintendent, Code & Animal Control Officer	63,323.86
	Zoning Officer	52,189.04
	Community Relations Director	32,956.59
	Managers Secretary	33,724.83

Hourly Wage/Up To

Receptionist/Clerk	14.28
Office Support Associate	15.86
Public Works Staff	27.73
Code Enforcement Assistant	14.15

Community Center Full – Time Salary/Up To

Recreation Director	49,459.47
Asst. Recreation Director(s)	Up to 30,008.00
Preschool Director	35,009.76

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

Upon a motion of Mr. Walbert, 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 Center Part – Time	Position	Hourly Wage/Up to
	Office Administrator	13.52
	Aerobics Instructor	16.00
	Child Care Worker	8.32
	Basketball Instructor	16.00
	Cheer Instructor	11.18
	Fitness Instructor/Personal Trainer	11.96
	Front Desk Staff	9.67
	Karate Instructors	20.00

Music Instructors	20.00
Front Desk Supervisor	10.76
Tennis Instructor	25.00
Yoga Instructor	30.00

Pre-School

Preschool Head Teacher 3 Year Old Program	12.96
Assistant Teacher 3 Year Old Program	10.14
Preschool Head Teacher 4 Year Old Program	12.96
Assistant Teacher 4 Year Old Program	10.14

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

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

Upon a motion of Mr. Walbert, seconded by Mr. Tanczos, 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
	Pool Gate Attendant	8.06
	1 st Year Lifeguard	8.06
	1-2 Years Experience Lifeguard	8.32
	3-4 Years Experience Lifeguard	8.74
	5 Years or more Experience Lifeguard	9.05
	Head Lifeguard(s)	9.98
	Pool Manager	10.66

Parks & Camps

Assistant Park Coordinator	13.31
P&R Park Coordinator	9.36
P & R Park Counselor	8.32
Lead Counselor	9.52
Camp Counselor	8.32

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

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

COURTESY OF THE FLOOR

No one present wished to offer Public Comment.

Upon a motion of Mr. Walbert, seconded by Mr. Nagle, the Board unanimously approved adjournment at 7:44 P.M.

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

Stacy C. Milo
Secretary-Treasurer