

REGULAR SEMI-MONTHLY MEETING
December 20, 2011

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

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

The Pledge of Allegiance was performed.

Upon motion of Mr. Walbert, seconded by Mr. Nagle, the Board approved the Agenda with additions to Administration and Developments.
Mr. Salvesen aye, Mr. Nagle aye, Mr. Tanczos aye, Mr. Walbert aye, Mr. Diacogiannis aye.

Upon motion of Mr. Walbert, seconded by Mr. Salvesen, the Board approved the minutes, as written, from the meeting of the Board of Supervisors dated November 22, 2011.
Mr. Salvesen aye, Mr. Nagle aye, Mr. Tanczos aye, Mr. Walbert aye, Mr. Diacogiannis aye.

Upon motion of Mr. Salvesen, seconded by Mr. Walbert, the Board approved the List of Bills and Transfers dated December 20, 2011, as prepared by the Township Secretary/Asst. Treasurer and Township Treasurer/Asst. Secretary and to enter the signed List of Bills by the Township Secretary and the Board of Supervisors as an attachment to the minutes.
Mr. Salvesen aye, Mr. Nagle aye, Mr. Tanczos aye, Mr. Walbert aye, Mr. Diacogiannis aye.

COURTESY OF THE FLOOR

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

REPORT OF THE CHAIRMAN

Mr. Diacogiannis thanked everyone for a good year and thanked the Board and Township Staff for their support throughout the year and thanked Mr. Walbert for taking over when he was not available.

SUPERVISOR'S COMMENTS & ROAD REPORTS

Mr. Nagle – Road District #1 – had nothing to report, Mr. Walbert – Road District #2 - had nothing to report, Mr. Diacogiannis – Road District #5 – had nothing to report, Mr. Salvesen – Road District #3 – had nothing to report, Mr. Tanczos – Road District #4 – had nothing to report.

APPOINTMENTS AND RESIGNATIONS – BOARDS, COMMISSIONS AND COMMITTEES

There were no items on the Agenda.

PLANNING & ZONING

Public Meeting: Adoption of Proposed Ordinance - Business Privilege and Mercantile Tax

Mr. Walbert moved that the Board approve to adopt Ordinance 2011-13 amending Ordinance 02-01, Chapter 163, Article II Business Privilege Tax and Mercantile Tax.

ORDINANCE 2011 – 13

AN ORDINANCE OF THE TOWNSHIP OF HANOVER, NORTHAMPTON COUNTY, PENNSYLVANIA, AMENDING ORDINANCE 02-01, CHAPTER 163, ARTICLE II BUSINESS PRIVILEGE TAX AND MERCANTILE TAX AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES UNCONSISTENT HEREWITH.

Mr. Nagle seconded the motion.

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

Zoning Hearing Petition: Raymond Knechel, Jr. and Brenda J. Knechel, 2905 Jacksonville Road – Requesting a Dimensional Variance from Relief of the Provisions of the Ordinance for a Storage Shed.

The applicant desires to construct a shed being approximately 12' x 20' and requires a variance from the provisions of the Ordinance regulating the size.

Mr. Walbert recommended that the Township Solicitor and Township Engineer attend the Zoning Hearing.

Mr. Diacogiannis directed the Township Solicitor and Township Engineer to attend the Zoning Hearing.

Conditional Use Application – 4140 Airport Road, Allentown PA

Mr. Nagle moved that the Board authorize the Zoning Officer to advertise a Conditional Use Hearing for January 24, 2012 for the Conditional Use Application submitted for 4140 Airport Road for a Veterinary Practice.

Mr. Nagle seconded the motion.

Mr. Broughal stated the Board needs to look at the Airflight District and the three uses that are currently allowed; which we will probably never see. Mr. Broughal stated that the Board needs to allow more permitted uses into this District like there used to be. Mr. Broughal distributed the current Ordinance and the old Ordinance and advised the Board to review the Ordinances and asked that all comments be directed to him by the first meeting in January so that it can be discussed at the January 10, 2012 agenda.

ADMINISTRATION

Adoption of Amended Policy 41

Mr. Nagle moved that the Board approve the amendment of Policy 41, Plan Submissions Deadline as presented by the Township Manager.

Policy 41

Plan Submissions Deadline

It shall be the policy of the Board of Supervisors, Hanover Township, Northampton County, that all plans to be reviewed by the Township Engineer's office and prior to being placed on the Planning Commission's agenda must be properly and completely submitted,

including all submission fees, to the Township offices no later than Twelve (12) Noon three weeks prior to the first Monday of the month.

Mr. Salvesen seconded the motion.

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

Re-Adoption of Policy 71 – HTVFC Vehicle Expense Reimbursement

Mr. Nagle moved that the Board adopt Policy 71, HTVFC Vehicle Expense Reimbursement as follows:

Policy 71

It is the policy of the Board of Supervisors that reimbursement under the Hanover Township Volunteer Fire Company #1 **Vehicle Expense Reimbursement Policy (VERP)** program is as follows:

PURPOSE

To establish Hanover Township – Northampton County (“Hanover”) policy for reimbursing members of the Hanover Township Volunteer Fire Company # 1 of Northampton County (“HTVFC”), for personal vehicle use while responding to station or scene of an emergency call within Hanover or in response to a mutual aid dispatch.

APPLICABILITY

Applicable to all volunteer members of the HTVFC who are a member in good standing and who possess a valid driver’s license.

This policy is not applicable to paid Hanover Township employees (Road Crew/ Fire Fighters), who respond to emergency calls during the course of their employment with the Hanover. Should a Hanover employee respond to calls, as a volunteer, then this policy would be applicable.

POLICY

Fire / Ambulance / Fire Police Personnel:

HTVFC members who have obtained the required eight (8) service credits or more, as defined in the HTVFC, Volunteer Incentive Program (VIP), during any quarter of a calendar year, will be reimbursed for responding to emergency calls during that same quarter, at a rate of \$4.00 per call.

Emergency calls are defined and identified as on/off radio dispatches initiated by the Northampton County 911 Dispatch Center (“911 Center”) that result in the logging of a call/incident in the Computer Aided Dispatch (CAD) system by the 911 Center

Additional dispatches while personnel are assigned to/or assisting in an actively logged CAD call will not constitute an additional call.

Payments outside those authorized under this policy are at the discretion of the HTVFC and are not reimbursable by Hanover under this policy.

PROCEDURE FOR PAYMENT REQUESTS & DOCUMENTATION:

1. A fire company designee shall forward the request for payment to the Township Treasurer.
2. The fire company designee shall receive the funds from the Township for disbursement.
3. Supporting documentation (log) is to be maintained by the HTVFC and made available to the Township for verification of payments requested. For Township reimbursement procedures the documentation must at a minimum contain the date of the call, time of the call and CAD number assigned (if applicable).

Mr. Salvesen seconded the motion.

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

Approve and Authorize Signature of Resolution 2011-18, Appointment of Required Delegates to the Tax Collection Committee

Mr. Nagle moved that the Board approve and authorize signature of the following Resolution:

HANOVER TOWNSHIP – NORTHAMPTON COUNTY

RESOLUTION # 11 - 18

WHEREAS, Act 32 § 505(b) requires the governing bodies of school districts, townships, boroughs and cities to appoint one voting delegate and one or more alternate delegates to be their Tax Collection Committee (TCC) representatives. The purpose of this resolution is to appoint the required delegates. The appointed individuals have consented to their appointment.

NOW THEREFORE, BE IT RESOLVED and it is RESOLVED by the Board of Supervisors, Hanover Township, Northampton County, that the following individuals are appointed as TCC delegates for the Township of Hanover:

1. Primary voting delegate: **John J. Finnigan, Jr.**
2. First alternate voting delegate: **Ryan P. Kish**
3. Second alternate voting delegate: **Lori A. Stranzl**

4. If the primary voting delegate cannot be present for a TCC meeting, the first alternate voting delegate shall be the representative at the TCC meeting. If both the primary voting delegate and the first alternate voting delegate cannot be present for a TCC meeting, the second alternate voting delegate shall be the representative at the TCC meeting.

5. These appointments are effective immediately and shall continue until successors are appointed. All delegates shall serve at the pleasure of this governing body and may be removed at any time.

Mr. Salvesen seconded the motion.

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

Approve Job Description – Assistant Recreation Director – Programs and Special Events

Mr. Nagle moved that the Board approve the Job Description as presented by the Township Manager for Assistant Recreation Director – Programs and Special Events.

Mr. Salvesen seconded the motion.

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

Adopt Employee Handbook

Mr. Nagle moved that the Board adopt the most current version of the Hanover Township Employee Handbook, which incorporates any new and updated policies through December 20, 2011 and to be effective January 1, 2012.

Mr. Salvesen seconded the motion.

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

Policy 23 Update

It is noted for the record that in compliance with Policy 23, the Township Manager has provided the Board with the 2012 Township Organization Chart.

Authorize Secretary to Pay Invoices

Mr. Nagle moved that the Board approve to authorize the Township Secretary to pay invoices through December 31, 2011, subject to the approval of the Township Manager.

Mr. Salvesen seconded the motion.

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

Adoption of 2012 General Fund, Capital Reserve, State Fund and Recreation Budgets

Mr. Nagle moved that the Board approve to adopt Resolution 2011 – 19 adopting the 2012 Township Budgets as follows and to authorize the Chairman and Secretary to sign the Resolution:

**HANOVER TOWNSHIP
NORTHAMPTON COUNTY**

RESOLUTION 11-19

A RESOLUTION of the Township of the Township of Hanover, County of Northampton, Commonwealth of Pennsylvania, appropriating specific sums estimated to be required for the specific purposes of the municipal government, hereinafter set forth, during the year 2012.

BE IT RESOLVED AND ENACTED, and it is hereby resolved and enacted by the Board of Township Supervisors of the Township of Hanover, County of Northampton, and Commonwealth of Pennsylvania:

Section 1. That for the expenditures and expenses of the fiscal year 2012

the following amounts are hereby appropriated from the fund equities, revenues, and other financing sources available for the year 2012. for the specific purposes set forth on the following pages.

Section 2. That any Resolution conflicting with this Resolution be and the same is hereby repealed insofar as the same affects this Resolution.

Mr. Salvesen seconded the motion.

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

Approval of 2012 Allocation to Colonial Regional Police

Mr. Nagle moved that the Board approve the letter written by the Township Manager stating that we approve the 2012 Hanover Township Allocation of \$1,565,126.53 towards the operation of the CRPD in compliance with Article V, Section A of the Colonial Regional Police Commissions Articles of Agreement and to send the letter to the Commission.

Mr. Salvesen seconded the motion.

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

Approve 2012 Tax Rate – Resolution 2011 – 20

Mr. Nagle moved that the Board approve to adopt Resolution 2011 – 20 setting the 2011 Tax Rate and to authorize the Chairman and Secretary to sign the Resolution:

**HANOVER TOWNSHIP
NORTHAMPTON COUNTY
Resolution 11- 20
TAX LEVY RESOLUTION**

SECOND CLASS TOWNSHIP

A RESOLUTION OF THE Township of HANOVER, County of Northampton, Commonwealth of Pennsylvania, fixing the tax rates for the year 2012.

BE IT RESOLVED AND ENACTED, and it is hereby resolved and enacted by the Board of Township Supervisors of the Township of Hanover, County of Northampton, Commonwealth of Pennsylvania:

That a tax be and the same is hereby levied on all real property and within the said Municipality subject to taxation for the fiscal year 2012 as follows:

Tax rate for general purposes, the sum of 3.40 mills on each dollar of assessed valuation or the sum of 34.0 cents on each one hundred dollars of assessed valuation.

Tax rate for fire tax purposes, the sum of 0.05 mills on each dollar of assessed valuation or the sum of 5.0 cents on each one hundred dollars of assessed valuation.

The same being summarized in tabular form as follows:

	Mills on Each Dollar of Assessed Valuation	Cents on Each One Hundred Dollars of Assessed Valuation
Tax Rate for General Purposes	<u>3.40</u> Mills	<u>34.0</u> Cents
Tax Rate for Fire Tax Purposes	<u>0.50</u> Mills	<u>5.0</u> Cents
TOTAL	<u>3.90</u> Mills	<u>39.0</u> Cents

That any resolution, or part of resolution, conflicting with this resolution be and the same is hereby repealed insofar as the same affects this resolution.

IN TESTIMONY WHEREOF, the undersigned TOWNSHIP has caused this Resolution to be signed by a duly authorized officer and its corporate seal, duly attested by the Board Secretary, to be hereunto affixed this 20th day of December, 2011.

Mr. Salvesen seconded the motion.

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

Approve 2011 Tax Rate for Act 611 Taxes – Resolution 2011 – 21

Mr. Nagle moved that the Board approve to adopt Resolution 2011 – 21 setting the 2012 Tax Rate for Act 611 Taxes and to authorize the Chairman and Secretary to sign the Resolution:

**HANOVER TOWNSHIP
NORTHAMPTON COUNTY
Resolution 11-21**

A RESOLUTION OF THE Township of Hanover, County of Northampton, Commonwealth of Pennsylvania, fixing the tax rate for the year 2012.

BE IT RESOLVED AND ENACTED, and it is hereby resolved and enacted by the Board of Township Supervisors of the Township of Hanover, County of Northampton, Commonwealth of Pennsylvania, that a tax be and the same is hereby levied on all property transfers and occupation tax within said municipality subject to taxation for the Fiscal Year 2012 as follows:

REAL ESTATE TRANSFER TAX	1%
EARNED INCOME TAX	1%
LOCAL SERVICES TAX	\$52.00
MERCANTILE TAX	
PERFORMANCE OF SERVICES	1 ½ MILLS
WHOLESALE SALES OF MERCHANDISE	1 MILL
RETAIL SALE OF MERCHANDISE	1 ½ MILLS

The latter three taxes to be shared with the Bethlehem Area School District in such proportions as prescribed by law.

IN TESTIMONY WHEREOF, the undersigned TOWNSHIP has caused this Resolution to be signed by a duly authorized officer and its corporate seal, duly attested by the Board Secretary, to be hereunto affixed this 20th day of December, 2011.

Mr. Salvesen seconded the motion.

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

Approve Resolution 2011 – 22 Setting the 2012 Sewer Rates by District

Mr. Nagle moved that the Board approve to adopt Resolution 2011 – 22 setting the 2012 Sewer Rates by District as follows and to authorize the Chairman and Secretary to sign the Resolution:

**HANOVER TOWNSHIP
NORTHAMPTON COUNTY**

Resolution 11-22

WHEREAS, Ordinance 07-17 of the Township of Hanover allows for the setting of sewer rates by District to defer the cost of their operations and administration, and

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

NOW, THEREFORE, BE IT RESOLVED, let it be resolved and enacted that the schedule of fees below are established as contained herein and that this Resolution shall establish the schedule of fees for Sewer Rates in District I (West) and District III (East) effective January 1, 2012 until modified by a similar resolution of the Board of Supervisors.

WEST SEWER DISTRICT \$75.00 per EDU (Equivalent Dwelling Unit)

EAST SEWER DISTRICT \$50.00 per EDU (Equivalent Dwelling Unit)

That any resolution, or part of resolution, conflicting with this resolution be and the same is hereby repealed insofar as the same affects this resolution.

IN TESTIMONY WHEREOF, the undersigned TOWNSHIP has caused this Resolution to be signed by a duly authorized officer and its corporate seal, duly attested by the Board Secretary, to be hereunto affixed this 20th day of December, 2011.

Mr. Salvesen seconded the motion.

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

Authorize to Advertise Adoption of 2012 Budgets

Mr. Nagle moved that the Board approve to authorize the Secretary to advertise that the Board adopted the 2012 General Fund, Capital Reserve, State Fund and Recreation Budgets and that the budgets are on display at 3630 Jacksonville Road, Bethlehem, Pennsylvania during normal business hours.

Mr. Salvesen seconded the motion.

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

Approve 2012 Fee Schedule

Mr. Nagle moved that the Board approve the 2012 Fee Schedule as follows:

HANOVER TOWNSHIP PERMIT FEE SCHEDULE

Effective January 1, 2012

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

Residential Rental Property – Registration and Inspection	100.00 per unit (one inspection) 75.00 each reinspection
Residential (Re-Inspection Fee – all permit types)	75.00 per unit
Commercial – Resale	200.00 under 10,000 sf 375.00 over 10,000 sf
Change of Use (Zoning Approval Required)	200.00
Commercial Re-inspection, all non residential permit types	175.00 - Commercial

Swimming Pool and Spa Permit	
Above-ground – (new or re-installed)	90.00
In-ground – Grading Plan Required	280.00
Hot Tub or Spa, Sauna	170.00
Use & Occupancy (all pool types including air blown pools)	75.00
Yard Sale – One sign permitted on the premises	
No Charge	
Zoning Permit	
Residential – Fences, Sheds, Re-roof, Replacement Windows and Siding	90.00
Alarm Registration (required for new or existing or when transferred)	20.00
Curb and Sidewalk – Residential	65.00
Curb cut and sidewalk – Commercial, Non-Residential	75.00
Driveway - Residential (New, replace or enlargement)	40.00
Driveway – Commercial	75.00
Earth Moving Permit	275.00
Fence – Commercial	200.00
Home Occupation	40.00
Patio without a footer	90.00
Solicitation	50.00
Signs	
Banner Sign or Temporary Sign	\$75.00
Pylon Sign (New or Change in sign face)	150.00 (30 sq. ft.) 0.30 each additional sq. ft.
Monument Sign (30 sq. ft.)	100.00 (30 sq. ft.) 0.30 each additional sq. ft.
Special Permits	
Conditional Use	800.00
Zoning Appeal	600.00 – Residential 1,000.00 – Commercial, Non-Residential
Continuance Request – Applicant	175.00
UCC Building Code Appeal	600.00 – Residential 1,000.00 – Non-Residential
Miscellaneous	
Copies, Black and White	0.25 per copy
Copies, Plans and Blue Prints	7.50 each
Compost Center Cards	15.00
Recycling Barrel	15.00
Recycling – Lid only	5.00
Trash Certification	15.00
Postage & Shipping	Actual cost per USPS or other carriers
Hold Harmless Indemnification Agreement (Owner is responsible for all costs over and above the minimum fee)	125.00 minimum charge
Official Township Map	7.50 each

Zoning Map	10.00 each
All other Maps	7.50 each
Comprehensive Plan	25.00
S.A.L.D.O.	25.00
Zoning Ordinance	25.00
Liquor License Transfer (Applicant is responsible for all related costs over and above the minimum deposit fee)	2,000.00 (Deposit)

SUBDIVISION AND LAND DEVELOPMENT

PLAN APPLICATION – FEE SCHEDULE

Submission Type

PRELIMINARY PLAN or FINAL PLAN or PRELIMINARY

FINAL PLAN

Original Submission

RESIDENTIAL

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

NON-RESIDENTIAL

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

Each Revision – 50% of Original Submission Fee

LOT LOCATION PLAN

Original Submission	200.00
Each Revision	110.00

SKETCH PLAN 220.00

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

Mr. Salvesen seconded the motion.

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

Approve 2011 Budget Amendments to General Fund and Recreation

Mr. Nagle moved that the Board approve the 2011 Budget Amendments as attached and prepared by the Township Secretary/Assistant Treasurer and Township Treasurer/Assistant Secretary.

Mr. Salvesen seconded the motion.

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

Approve Forms for Township Use Regarding CDL Testing and Requirements

Mr. Nagle moved that the Board approve the following forms for use by Hanover Township:

CDL Supplemental Application Form
CDL Pre-Employment Urinalysis Notification
Request for Information from Previous Employers.

(Forms were approved by John Harrison Esquire)

Mr. Salvesen seconded the motion.

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

Authorize Signature of the Maintenance Agreement with Acteon Networks, LLC

Mr. Nagle moved that the Board approve to authorize the Chairman to sign the Maintenance Agreement for period of January 1, 2012 through December 31, 2012 at a total Contract Price of \$703.76 with Acteon Networks, LLC for the phone system at the Community Center.

Mr. Salvesen seconded the motion.

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

Authorize Signature of Independent Contractor Agreement with Traci Cyr for Basketball Instruction

Mr. Nagle moved that the Board authorize the Chairman to sign the Independent Contractor Agreement between the Community Center and Traci Cyr for a Basketball Program.

Mr. Salvesen seconded the motion.

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

Authorize the Signatures of the Amendment to Agreement between PNC Bank and Hanover Township for the Township Retirement Plan

Mr. Nagle moved to authorize the Board and the Township Treasurer to sign the Amendment of Agreement; authorizing the signers for the Township Retirement Plan.

Mr. Salvesen seconded the motion.

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

PUBLIC WORKS

Authorize Signature of Purchase Order for Milham Ford

Mr. Salvesen moved to authorize the Township Manager to execute Purchase Order No. 11222011570 for the purchase of two Ford Explorers from Milham Ford, 380 Hecktown Road, Easton, PA 18045 through COSTARS #13084 in the amount of \$56,672.00.

Mr. Nagle seconded the motion.

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

Note for the Record – Bid Opening for Municipal Solid Waste & Recycling

Mr. Salvesen noted for the record that the Bid opening for the Municipal Solid Waste & Recycling Contract was opened prior to the Board meeting at 6:30 P.M. Bids have been tabled until they are reviewed by the Township Manager, Township Solicitor and Public Works Director.

DEVELOPMENTS

Note for the Record – Hanover Corporate Center 2 – Lot 10 Storm Water Facilities Management – Extension

Mr. Tanczos noted for the record that Jaindl Land Company has granted the Township an extension of time for consideration of the Preliminary/Record Land Development Plan for HCC2 – Lot 10 Storm Water Facilities Management to July 31, 2012.

Note for the Record – Hanover Corporate Center 2 Lots 1 and 10 Amore Subdivision – Extension

Mr. Tanczos noted for the record that Jaindl Land Company has granted the Township an extension of time for consideration of the HCC 2 Lots 1 and 10 Amore Subdivision Plan to July 31, 2012.

Note for the Record - Farmhouse Mews – Extension

Mr. Tanczos noted for the record that Airport Road Management, LLC has granted the Township an extension to July 9, 2012 for review of the plan.

Flavor Right Foods

Engineer Kocher updated the Board on the project.

LVCC II Lots 5 – 6 – Extension

Mr. Tanczos moved that the Board approve to grant the Developer an extension of one (1) year to December 18, 2012 for the Conditional Approval for LVCC II Lots 5 -6; and to notify the Developer of the Board's action.

Mr. Walbert seconded the motion.

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

COURTESY OF THE FLOOR

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

STAFF REPORTS

Engineer Kocher had nothing to report.

Solicitor Broughal updated the Board on the UCC Ordinance which is being amended. The ordinance has been approved by Labor & Industry, the Home Builders Association, Zoning Officer and Township Staff. Mr. Broughal stated he needs a motion authorizing him to advertise the public meeting.

Mr. Salvesen moved that the Board authorize the Township Solicitor to advertise a Public Meeting for January 24, 2012 amending the UCC Ordinance.

Mr. Nagle seconded the motion.

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

Mr. Milite had nothing to report.

Mr. Finnigan had nothing to report,

Upon motion of Mr. Nagle, seconded by Mr. Walbert, the Board approved adjournment at 7:55 P.M.
Mr. Salvesen aye, Mr. Nagle aye, Mr. Tanczos aye, Mr. Walbert aye, Mr. Diacogiannis aye.

Lori A. Stranzl
Township Secretary