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**REGULAR SEMI-MONTHLY MEETING**  
**November 27, 2012**

The regular semi-monthly meeting of the Board of Supervisors, Hanover Township, Northampton County, Pennsylvania 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, Tanczos and Walbert, Engineer, Jim Milot, Attorney Wendy Nicolosi for Solicitor Broughal, Public Works Director Vince Milite and Township Manager John J. Finnigan, Jr.

The Pledge of Allegiance was performed.

Upon motion of Mr. Salvesen, seconded by Mr. Walbert, the Board approved the Agenda.

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

Upon motion of Mr. Salvesen, seconded by Mr. Walbert, the Board approved the minutes, as written, from the meeting of the Board of Supervisors dated October 23, 2012. Mr. Salvesen aye, Mr. Tanczos aye, Mr. Walbert abstain, Mr. Diacogiannis aye.

Upon motion of Mr. Salvesen, seconded by Mr. Walbert, the Board approved the minutes, as written, from the meeting of the Board of Supervisors dated November 13, 2012. Mr. Salvesen aye, Mr. Tanczos aye, Mr. Walbert aye, Mr. Diacogiannis abstain.

Upon motion of Mr. Salvesen, seconded by Mr. Walbert, the Board approved the List of Bills and Transfers dated November 27, 2012 as prepared by the Secretary/ Asst. Treasurer; and to enter the signed List of Bills Secretary/Asst. Treasurer and the Board of Supervisors as an attachment to the minutes.

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

**COURTESY OF THE FLOOR**

Resident Joan Rosenthal was present to compliment on the leaf pick-up; and to express her concerns on the timing of the traffic light at Stoke Park Road/ Route 512 & Highland Avenue.

Mr. Finnigan and Mr. Milite explained that the light is now sequenced the way it was permitted. PennDOT will not modify unless an extensive traffic study is undertaken; it is now timed to their standards.

**REPORT OF THE CHAIRMAN**

Mr. Diacogiannis had nothing to report.

**REPORT OF THE VICE-CHAIRMAN**

Mr. Walbert had nothing to report.

## SUPERVISOR'S COMMENTS & ROAD REPORTS

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

## APPOINTMENTS AND RESIGNATIONS – BOARDS, COMMISSIONS AND COMMITTEES

### PLANNING & ZONING

### ADMINISTRATION

#### **2013 Salary Increase Guidelines**

Mr. Salvesen moved that the Board approve the 2013 Salary Increase Guidelines as presented by the Township Manager to be used for employees effective with the 2012 reviews.

Mr. Walbert seconded the motion.

Mr. Salvesen suggested that the salary guidelines be waived for this calendar year to help deflect the increase in health benefits so that some employees will not incur a decrease in salary.

A discussion was held amongst the Board and Mr. Finnigan asked what the Townships responsibility if the Bush tax cuts were eliminated. Mr. Diacogiannis indicated that a loss in net pay is possible in today's environment.

Mr. Salvesen no, Mr. Tanczos aye, Mr. Walbert aye, Mr. Diacogiannis aye.

#### **Appointment of Auditor for 2013**

Mr. Salvesen moved that the Board authorize the Township Solicitor to advertise that it is the Township's intent to appoint Todd J. Bushta, CPA from Gneiding, DeSanctis, Blizzard & Company, LLP as the 2013 Township Auditor at the cost of \$10,000.00.

Mr. Tanczos seconded the motion.

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

#### **Adoption and Signature of Resolution 2012-21 naming the Chief Administrative Officer of the Township Defined Benefit Pension Plan**

Mr. Salvesen moved that the Board approve to adopt Resolution 2012-21 naming the Chief Administrative Officer for the Defined Benefit Pension Plan and to authorize the Chairman to sign the Resolution.

### **RESOLUTION 2012 - 21**

BE IT RESOLVED AND IT IS HEREBY RESOLVED THAT THE BOARD OF SUPERVISORS ESTABLISH A RETIREMENT PLAN FOR THE EMPLOYEES OF HANOVER TOWNSHIP, RETROACTIVE TO OCTOBER 26, 1970 AND THAT THE TOWNSHIP TREASURER IS THE CHIEF ADMINISTRATIVE OFFICER OF THE PLAN.  
THE PLAN WILL INCLUDE THE FOLLOWING:

- A: ELIGIBILITY REQUIREMENTS  
NORMAL RETIREMENT: AGE 62 AND 7 YEARS  
PARTICIPATION WHICHEVER SHALL OCCUR FIRST  
EARLY RETIREMENT: AGE 55 AND 10 YEARS OF CREDITED SERVICE

VESTING: 100% VESTED AFTER 10 YEARS OF SERVICE.

B: RETIREMENT BENEFIT (DESCRIBE FULLY INCLUDING SOCIAL SECURITY OFFSETS, SERVICE INCREMENTS, ETC. AND INCLUDE PERIOD OVER WHICH FINAL AVERAGE SALARY IS DETERMINED IF BENEFIT SALARY RELATED.)

3% OF COMPENSATION FOR EACH YEAR OF CREDITED SERVICE.  
COMPENSATION IS AVERAGED OVER THE FIVE HIGHEST CONSECUTIVE OF THE 10 YEAR PERIOD IMMEDIATELY PRECEDING RETIREMENT. MINIMUM BENEFIT IS \$30.00 PER MONTH.

C: SURVIVOR BENEFIT (DESCRIBE FULLY INCLUDING INDICATION OF WHETHER BENEFIT IS AUTOMATIC OR PROVIDED AT THE ELECTION OF INDIVIDUAL MEMBERS.)

EQUAL TO THE PRESENT VALUE OF THE MEMBERS ACCRUED BENEFIT, OR IF MARRIED, A QUALIFIED 50% SURVIVOR BENEFIT.

D: DISABILITY BENEFIT (DESCRIBE FULLY INCLUDING OFFSET PROVISIONS, SERVICE REQUIREMENTS, EXTENT OF DISABILITY, ETC.)

SERVICE RELATED: QUALIFIED FOR AND RECEIVED A PERMANENT AND TOTAL DISABILITY UNDER THE SOCIAL SECURITY ACT.  
THE BENEFIT IS THE ACTUARIAL EQUIVALENT OF THE NORMAL RETIREMENT BENEFIT EARNED TO THE DATE OF DISABILITY.

NON-SERVICE RELATED: SAME AS ABOVE.

E: POST RETIREMENT ADJUSTMENTS (DESCRIBE FULLY INCLUDING FREQUENCY OF ADJUSTMENTS, BASIS FOR ADJUSTMENT, MINIMUM/MAXIMUM ADJUSTMENTS, ETC.)

THE ACTUARIAL EQUIVALENT OF THE NORMAL RETIREMENT BENEFIT EARNED TO HIS NORMAL RETIREMENT DATE. REVIEWED PERIODICALLY FOR INCREASES.

F: OTHER BENEFIT (SPECIFY AND DESCRIBE.)

NONE

G: OTHER BENFIT (SPECIFY AND DESCRIBE.)

NONE

H: MEMBER CONTRIBUTIONS

AMOUNT OF RATE 0

INTEREST RATE CREDITED TO MEMBER CONTRIBUTIONS N/A%.

Mr. Walbert seconded the motion.

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

**Adoption and Signature of Resolution 2012-22 for amendments to the Money Purchase Pension Plan Features**

Mr. Salvesen moved that the Board approve to adopt Resolution 2012-22 amending the Money Purchase Pension Plan Features and to authorize the Chairman to sign the Resolution.

**RESOLUTION 2012 – 22**

HANOVER TOWNSHIP NON-UNIFORMED EMPLOYEES’ MONEY PURCHASE PENSION PLAN

PLAN FEATURES:

- I. PLAN YEAR: January 1 to December 31
- II. ELIGIBILITY: Hired after 12/31/2006
  - Full-Time working at least 35 hours per week
  - Service requirements – 6 months from date of hire
- III. VESTING:
  - A. Employer Contributions

<u>Years of Service</u>	<u>Vested Percentage</u>
Less than 3 years	0%
3 years but less than 4 years	20%
4 years but less than 5 years	40%
5 years but less than 6 years	60%
6 years but less than 7 years	80%
7 years or more	100%
  - B. Employee Contributions
    - Employee Contribution accounts are 100% vested at all times.
- IV. RETIREMENT AGES
  - Normal Retirement – age 62 and 7 years participation
  - Early Retirement – age 55 and 10 years of service
  - Disability Retirement – Qualify for Social Security Disability Benefits
- V. EMPLOYER CONTRIBUTIONS
  - 100% matching of employee contributions to a maximum of 8% of Annual Salary
- VI. EMPLOYEE CONTRIBUTIONS
  - Mandatory** – 6% of Annual Salary
  - Voluntary – up to limits established by Internal Revenue Service Regulations
  
  - Note: Cannot be tax deferred
- VII. NORMAL FORMS OF DISTRIBUTION

Installment Payments  
Lump Sum  
Purchase an annuity from an insurance company

VIII. EFFECTIVE JANUARY 1, 2013

Mr. Walbert seconded the motion.

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

**Defined Contribution (Money Purchase) Pension Plan – Broker**

Mr. Salvesen moved that the Board authorize the Township Treasurer to complete all necessary paperwork to acquire Affiliated Financial Planners, 4155 Independence Drive, Suite 1, Schnecksville, PA, 18078 as the Township's Financial Planner in regards to the Township's Defined Contribution (Money Purchase) Pension Plan.

Mr. Walbert seconded the motion.

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

**Adoption and Signature of Resolution 2012-23 naming the Trustees of the Defined Contribution (Money Purchase) Pension Plan for Affiliated Financial Planners**

Mr. Salvesen moved that the Board adopt Resolution 2012-23 naming the Trustees for the Defined Contribution (Money Purchase) Pension Plan as requested by Affiliated Financial Planners and to authorize the Township Secretary to certify and seal the Resolution.

Mr. Walbert seconded the motion.

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

**DEVELOPMENTS**

**Note for the Record – Lot 3 Hanover Highlands - Extension**

Mr. Tanczos noted for the record that the Developer of Lot 3 Hanover Highlands has granted the Township an extension to February 28, 2013 to review the Land Development Plan.

**Note for the Record – Farmhouse Mews - Extension**

Mr. Tanczos noted for the record that the Developer of Farmhouse Mews, 6292 Hanoverville Road has granted the Township an extension to March 3, 2013 to review the Plan.

**Note for the Record – Bethlehem Business Park Lot 8A – Extension**

Mr. Tanczos noted for the record that the Developer of Bethlehem Business Park Lot 8A has granted the Township an extension to January 30, 2013 for review of the Plan.

**PUBLIC WORKS**

There were no items on the Agenda.

**COURTESY OF THE FLOOR**

Anthony Spagnola, resident of 895 W. Macada Road, questioned the Road Report Section of the agenda, and the salary increase guidelines and who performs the employee reviews.

## STAFF REPORTS

Mr. Milot gave a compliment to the Board from a PennDOT consultant who travels the Township and she commented that she admired the Armed Services Park.

Attorney Nicolosi had nothing to report.

Mr. Milite stated that leaf pick-up will be completed next week and that they put the first round of salt down this morning.

Mr. Finnigan reported on the following:

- Updated the Board on the modified plan for Faulkner Sign Variance and stated that he needs the Solicitor to attend the Zoning Hearing Board meeting to ensure what Attorney Maloney discussed with staff is what is presented.

Mr. Salvesen moved that the Township Solicitor ensure what was discussed with Attorney Maloney is enforced at the Zoning Hearing Board meeting in regards to the Faulkner Sign Variance.

Mr. Walbert seconded the motion.

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

- Needs authorization to sign the purchase orders for the two replacement GMC 3500 trucks so that the Township can take delivery in 6 – 8 months and pay out of 2013 budget

Mr. Salvesen moved to authorize the Township Manager to sign the purchase orders to purchase two 2013 GMC Trucks including the upfits.

Mr. Walbert seconded the motion.

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

- Fire Company monthly report distributed
- Ten additional bricks were laid at the Armed Services Park
- Will be attending a Managers Meeting with the Library this week
- 248 Operating Committee met, distributed the 2012 excess funds to Hanover Township and Lower Nazareth, approved the 248 budget which includes a capital expenses to replace the remaining HVAC units next year

Upon motion of Mr. Salvesen, seconded by Mr. Tanczos, the Board approved adjournment at 7:51 P.M.

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

Lori A. Stranzl  
Township Secretary