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2016

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**RE-ORGANIZATION MEETING**  
**January 4, 2016**

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 6:30 P.M. by the presiding Chairman, Mr. John N. Diacogiannis.

Mr. Diacogiannis noted that the Hon. Emil Giordano administered the oath of office to Supervisor Michael J. Prendeville earlier today, as well as Glenn R. Walbert and Jeffrey J. Seidenberger members of the Board of Auditors.

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

The Pledge of Allegiance was performed.

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

Upon a motion of **Mr. Nagle**, seconded by **Mr. Salvesen**, the Board approved to re-appoint John N. Diacogiannis as Chairman of the Board of Supervisors for the year 2016. Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, abstain.

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

Upon a motion of **Mr. Nagle**, seconded by **Mr. Salvesen**, the Board unanimously approved to appoint Mark J. Tanczos as Vice-Chairman of the Board of Supervisors for the year 2016.

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – abstain, Mr. Diacogiannis, aye.

Mr. Tanczos also thanked the Board for their confidence and support and commented that he needed the entire Board's assistance in filling Mr. Walbert's shoes.

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

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

Mr. Finnigan suggested that members of the Board and staff offer their suggestions to Supervisor Prendeville as he embarks on his first term as a Supervisor which they did.

Upon a motion of **Mr. Nagle**, seconded by **Mr. Prendeville**, the Board unanimously approved to re-appoint Mr. James Broughal, representing the Law Firm of Broughal & DeVito, L.L.P., as Township Solicitor for the year 2016 at the rate of \$150.00 per hour - regular issues and \$155.00 per hour - court appearances for all work as well as \$155.00 per hour for the attendance at any meeting as indicated in his letter of December 15, 2015. The fees are also extended to any partner or associate of Broughal & DeVito, L.L.P. in the absence of Mr.

Broughal.

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Nagle**, seconded by **Mr. Prendeville**, the Board unanimously approved to re-appoint Mr. Brien R. Kocher, representing Hanover Engineering Associates as the Township Engineer for the year 2016 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. Kocher's absence. All other time spent by Mr. Kocher or an associate of Hanover Engineering on Township matters shall be noted by assigned work orders and work order numbers and charged at rates set forth in the 2016 fee schedule, submitted by Mr. Charles H. Unangst, PE PLS with his cover letter dated September 3, 2015, a copy of which is attached and made part of the minutes.

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Nagle**, seconded by **Mr. Prendeville**, the Board unanimously approved to re-appoint Mr. Theodore Lewis as Solicitor to the Zoning Hearing Board. The time spent by Mr. Lewis on Zoning Hearing Board matters is to be assigned subject designations and charged to the designated subject at a rate of \$150.00 per hour as indicated in his letter of August 27, 2015.

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Nagle**, seconded by **Mr. Prendeville**, the Board unanimously approved to renew the authorization for the Secretary, Assistant Secretary or Township Manager's Secretary to attend the Board of Supervisors meetings at \$60.00 per meeting attended.

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Nagle**, seconded by **Mr. Prendeville**, the Board unanimously approved to renew the authorization for the Planning Commission to retain clerical and secretarial services for attendance and preparation of minutes required by the Planning Commission at \$50.00 per meeting and an hourly rate of \$12.90 per hour for other services as approved by the Planning Commission Chairman. Total cost of such services for the calendar year 2016 shall not exceed \$1,500.00. A copy of this motion is to be sent to the Chairman of the Planning Commission by the Secretary.

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Nagle**, seconded by **Mr. Prendeville**, 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. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Nagle**, seconded by **Mr. Prendeville**, the Board unanimously approved compensation for Crossing Guards at the rate of \$14.85 per hour with the rate being apportioned between the Bethlehem Area School District and Hanover Township as per the 1980 Agreement.

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Salvesen**, seconded by **Mr. Tanczos**, the Board unanimously approved the appointment of Supervisor Diacogiannis as the voting delegate to the Colonial Regional Police Commission and Supervisor Nagle as the alternate. The appointments will remain in effect until replacements are named and appointed.

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Salvesen**, seconded by **Mr. Tanczos**, the Board unanimously approved the hiring of snow emergency help at the rate of up to \$30.00 per hour for individuals with CDL licenses and up to \$20.00 per hour for all others. Hiring is at the discretion of the Township Manager.

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Salvesen**, seconded by **Mr. Tanczos**, the Board unanimously approved the following paid Holiday schedule for 2016 for all Township and Community Center full-time employees.

Floating Day (Choice of MLK Birthday (1/18), Presidents' Day (2/15), Columbus Day (10/10), Election Day (11/8) or Veterans Day (11/11))  
Good Friday (3/25)  
Memorial Day (5/30)  
Independence Day (7/4)  
Labor Day (9/5)  
Thanksgiving Day (11/24)  
Friday after Thanksgiving (11/25)  
Christmas Eve (12/24), celebrated 12/23  
Christmas Day (12/25), celebrated 12/26  
New Year's Eve (12/31), celebrated 12/30  
New Year's Day (1/1/16), celebrated 1/2/16

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

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Salvesen**, seconded by **Mr. Tanczos**, the Board unanimously approved the following paid Holidays for Crossing Guards for the calendar year 2016 as follows:

Good Friday (3/25)  
Memorial Day (5/30)  
Labor Day (9/5)  
Thanksgiving Day (11/24)

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

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Salvesen**, seconded by **Mr. Tanczos**, the Board unanimously approved to re-appoint Mr. Joseph G. Bednarik, Jr. #02980, as a State Sewage Enforcement Officer for Hanover Township.

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Salvesen**, seconded by **Mr. Tanczos**, the Board unanimously approved to re-appoint Mr. Jeffrey T. Huff #01900, Mr. Scott J. Brown #01716, Mr. Christopher A. Taylor #03138, and Mr. Jacob A. Schray #03134, of Hanover Engineering Associates, Inc. as State Sewage Enforcement Officers for Hanover Township.

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Salvesen**, seconded by **Mr. Tanczos**, the Board unanimously approved to appoint Mr. Scott R. Milham Hanover Township Fire Marshal, conditioned upon the satisfactory completion of the required educational requirements and documentation provided to the Township of same.

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Salvesen**, seconded by **Mr. Tanczos**, the Board unanimously approved to re-appoint Mr. Michael Podhayny, Jr. as the Hanover Township Assistant Fire Marshal.

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Salvesen**, seconded by **Mr. Tanczos**, the Board unanimously approved to re-appoint Craig M. Wasem as the Hanover Township Fire Inspector.

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Salvesen**, seconded by **Mr. Tanczos**, the Board unanimously approved to appoint the following as Special Fire Police for Hanover Township under Section 1914 of the Second Class Township Code; Frank Madura (1591); Scott R. Milham (1592); Tami V. Brotsky (1593), Francis B. Almer (1594); Harold B. “Pete” Garland, Jr. (1596); Robert E. Bastian, Jr. (1597) & Michael Podhayny, Jr. (1561).

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

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

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Salvesen**, seconded by **Mr. Tanczos**, the Board unanimously approved to re-appoint Kenneth T. Vail, and Vivian I. Zumas, Esq. to the Planning Commission for a four-year term to expire January 1, 2020.

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

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

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Salvesen**, seconded by **Mr. Tanczos**, the Board unanimously approved to re-appoint Barbara L. Baldo, Esq. to the Zoning Hearing Board for three-year terms to expire January 1, 2019.

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

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

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

Upon motion of **Mr. Nagle**, seconded by **Mr. Prendeville**, the Board unanimously approved to re-appoint Evan J. Diacogiannis to the Recreation Advisory Board for a three-year term to expire January 1, 2019.

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

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

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

#### RESOLUTION 16-01

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 \$121,771.00 per year, payable bi-weekly (\$4,683.50) from the general fund of the Township. Effective date of salary is January 1, 2016.

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

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

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr.

Diacogiannis, aye.

## RESOLUTION 16-02

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

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

Be it resolved and it is hereby resolved that the following institutions are designated as depositories for Township funds for the year 2016:

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

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

National Penn Bancshares, Inc., Philadelphia & Reading Avenues, P. O. Box 547, Boyertown, PA 19512-0547;

Susquehanna Bank D V, 26 N. Cedar Street, Lititz, PA 17543-1514;

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

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

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

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

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

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

All meetings will be held at the Township Municipal Building, 3630 Jacksonville Road, Bethlehem, Pennsylvania with the exception of the Recreation Advisory Board and Special Events Committee which will be held at the Hanover Township Community Center, 3660

Jacksonville Road and are scheduled to start at 7:00 P.M. unless otherwise advertised. All meetings are open to the public; further, that the Secretary be authorized to advertise the scheduled meetings of all other Boards, Commissions and Committees for 2016. Meetings of other Boards, Commissions and Committees cannot be moved or altered without the approval of the Chairman of the Board of Supervisors or Township Manager.

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Nagle**, seconded by **Mr. Prendeville**, 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 Nagle as the alternate delegate.

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Nagle**, seconded by **Mr. Prendeville**, the Board unanimously approved to appoint Michael J. Prendeville as the delegate and Vincent G. Milite as the Alternate to the Northampton County Association of Township Officials.

Mr. Prendeville and Mr. Milite to serve until a replacement is appointed.

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Nagle**, seconded by **Mr. Walbert**, the Board unanimously approved to appoint the members of the Board of Supervisors for 2016 as Roadmasters for the following Districts:

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

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

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

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

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

#### RESOLUTION 16-03

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

Be it resolved and it is hereby resolved that the Board of Supervisors, Hanover Township, Northampton County, Pennsylvania hereby issues a general order of the Board of

Supervisors requiring that Supervisors serving as Roadmasters shall be responsible for all such items designated in Section 2302 (1), (2) & (3) of the Second Class Township Code including, but not limited to, the review of all plans and construction with regard to municipal facilities and responsible for the handling of all citizen complaints and responsibility of all other matters that may be delegated to Supervisors pursuant to Second Class Township Code at such times other than official meetings of the Board of Supervisors.

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

#### RESOLUTION 16-04

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

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

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

THEREFORE BE IT RESOLVED AND IT IS HEREBY RESOLVED on this day that compensation for the office of tax collector of Hanover Township, Northampton County, be fixed at the rate of seventy-five (\$75.00) for the fiscal year 2016 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. Nagle**, seconded by **Mr. Prendeville**, the board unanimously approved to adopt the following Resolution for the Appointment of a Tax Collection Agency.  
Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

#### RESOLUTION 16-05

**WHEREAS**, 72 P.S. §5453.201 allows for the imposition of a tax upon real estate; and

**WHEREAS**, **Hanover Township – Northampton County**, by Resolution and/or Ordinance, has levied, assessed and provided for the collection of such Real Estate Tax; and

**WHEREAS**, Section 22 of the Local Tax Collection Law, 72 P.S. §5511.22, allows **Hanover Township – Northampton County** and its tax collector to appoint in writing one or more tax collectors to receive and collect taxes in a like manner and with like authority as the tax collector appointing them; and



**WHEREAS, Hanover Township – Northampton County**, and Berkheimer negotiated an Agreement whereby and whereunder it will hire Berkheimer as a deputy tax collector to collect taxes for **Hanover Township – Northampton County**,

**THEREFORE, BE IT RESOLVED** that:

1. **Hanover Township – Northampton County** hereby **appoints BERKHEIMER** as its **deputy tax collector** of its **REAL ESTATE TAX** for the term commencing **January 1, 2016** and ending **December 31, 2016**, and any subsequent renewal terms thereafter. This appointment resolution shall be deemed to encompass any renewal terms agreed upon by the parties without further reenactment of this resolution or re-appointment.

2. Further, **The Board of Supervisors of Hanover Township – Northampton County** **APPROVES AND ADOPTS** the Agreement negotiated with Berkheimer for the collection of the **REAL ESTATE TAX**.

3. Any resolution or part of this resolution conflicting with the provisions of this resolution be and the same are hereby repealed to the extent of such conflict.

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

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

#### RESOLUTION 15-06

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

THEREFORE BE IT RESOLVED AND IT IS HEREBY RESOLVED on this day that Hanover Township appoints Todd J. Bushta, CPA of the Accountancy Firm of **Bushta & Co., LLC**, to a to act as the certified public accountant and to make an examination of all of the accounts of the Township of Hanover, Northampton County, Pennsylvania, for the 2016 fiscal year and who shall replace the elected auditors of the Township insofar as it deals with the examination of Township accounts at the cost of \$8,500.00.

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

Upon a motion of **Mr. Salvesen**, seconded by **Mr. Nagle**, the Board unanimously approved to re-appoint Beyer-Barber Company to act as the Township Actuary and the Approved Actuary under the Municipal Pension Plan Funding Standard and Recovery Act, as amended for the 2016 Fiscal year.

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Salvesen**, seconded by **Mr. Nagle**, the Board unanimously approved to authorize the Secretary to send letters to all newly appointed, resigning or

retiring members of Boards, Commissions or Committees notifying them of their appointments, or thanking them for their services during their terms of office.

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Salvesen**, seconded by **Mr. Nagle**, the Board unanimously approved to authorize the Secretary to send letters to all Boards, Commissions, Committees and Agencies advising them of their budget allocations for 2016. Expenditure of any funds requires the approval of the Township Manager.

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

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

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

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Salvesen**, seconded by **Mr. Nagle**, the Board unanimously approved the following pay schedule for full and part-time Township positions effective January 1, 2016, as recommended by the Township Manager. The positions of Director of Administration/Treasurer, Secretary and Zoning Officer are salaried for 37.5 hours per week and the Public Works Director, Recreation Director, Assistant Recreation Director and the Township Manager are salaried for 40 hours per week. Actual work hours will be determined by the Township Manager. 2016 wages will be determined by the associates 2015 wages and 2016 Salary Increase Guidelines as determined by their 2015 performance.

<b>Township</b>	<b>Position</b>	<b>Salary/Up To</b>
	Secretary	57,813.00
	Treasurer	73,594.00
	Public Works Director	84,375.00
	Zoning Officer	60,938.00
		<b>Hourly Wage/Up To</b>
	Township Manager's Secretary	23.75
	Code Enforcement Officer	21.00
	Office Support Associate	19.50
	Receptionist/Clerk	18.00
	Laborer	20.00
	Equipment Operator	27.31
	Road Crew	29.90
	Equipment Operator – Mechanic	32.50
	Public Works Crew Leader	35.00

**Community  
Center  
Full – Time**

**Salary/Up To**

Recreation Director	62,500.00
Asst. Recreation Director Programs & Special Events	51,563.00

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

Upon a motion of **Mr. Tanczos**, 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:

<b>Community Center Part – Time</b>	<b>Position</b>	<b>Hourly Wage/Up to Effective 1/1/2016</b>
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	Aerobics Instructor	17.00
	Custodian	10.66
	Fitness Instructor / Personal Trainer	13.08
	Fitness Instructor / Personal Trainer – Advanced	16.50
	Front Desk – Customer Service Associate / Child Care Worker	9.65
	Front Desk Supervisor	10.75
	Accounting Support	16.00
	Program Instructor – Art	25.00
	Program Instructor – Baseball	16.00
	Program Instructor – Basketball	16.00
	Program Instructor – Cheer	12.00
	Program Instructor – Dance	15.00
	Program Instructor – Golf	19.00
	Program Instructor – Karate	21.00
	Program Instructor – Miscellaneous	15.00
	Program Instructor – Music	16.00
	Program Instructor – Soccer	16.00
	Program Instructor – Tennis	26.00
	Program Instructor – Zumba	18.00

**Pre-School Age Programming**

Preschool Age Program Coordinator	15.39
Lead Instructor – Enrichment Coordinator / Extended Care	14.53
Preschool Age Program Instructor	15.05

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

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

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

recommended by the Township Manager:

<b>Pool Staff</b>	<b>Position</b>	<b>Hourly Wage/Up To Effective 1/1/2016</b>
	Pool Gate Attendant	10.94
	1 <sup>st</sup> Year Lifeguard	10.94
	1-2 Years Experience as a Lifeguard	11.27
	3-4 Years Experience as a Lifeguard	11.59
	5 Years or more Experience Lifeguard	11.90
	Head Lifeguard(s)	12.24
	Pool Manager	12.88
<b>Parks &amp; Camps</b>		
	Assistant Park Coordinator	13.74
	P & R Park Counselor	10.94
	Lead Counselor	12.56
	Camp Counselor	10.94

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

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

#### COURTESY OF THE FLOOR

No one present wished to offer Public Comment.

Upon a motion of **Mr. Tanczos**, seconded by **Mr. Nagle**, the Board unanimously approved adjournment at 6:45 P.M.

Mr. Salvesen – aye, Mr. Nagle – aye, Mr. Prendeville - aye, Mr. Tanczos – aye, Mr. Diacogiannis, aye.

Elizabeth D. Ritter  
Secretary