
2021

RE-ORGANIZATION MEETING
January 4, 2021

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, PA 18017, at 6:00 P.M. by the Township Manager, Mr. John J. Finnigan, Jr.

Present were Supervisors Diacogiannis, Lawless, Nagle, Prendeville and Warren.

The Pledge of Allegiance was performed.

The next order of business is to reorganize the Board of Supervisors.

Mr. Finnigan asked for nominations for Chairman for 2021. **Mr. Nagle** nominated John N. Diacogiannis. **Mr. Prendeville** seconded Mr. Diacogiannis' nomination. Mr. Finnigan asked three more times for any other nominations and hearing none directed the Secretary to cast one ballot for the unanimous re-appointment of John N. Diacogiannis as Chairman of the Board of Supervisors for the year 2021.

Mr. Diacogiannis thanked the Board for their confidence and support, and indicated he was looking forward to a successful 2021.

Mr. Finnigan turned the meeting over to Mr. Diacogiannis.

Mr. Diacogiannis asked for nominations for Vice Chair. **Mr. Nagle** nominated Michael J. Prendeville. **Mr. Warren** seconded the nomination of Mr. Prendeville. Mr. Diacogiannis asked three more times for any other nominations and hearing none directed the Secretary to cast one vote for the unanimous re-appointment of Michael J. Prendeville as Vice-Chairman of the Board of Supervisors for the year 2021.

Mr. Nagle motioned to move the agenda and that an **aye** vote be recorded for each board member on all motions except where to do so would constitute a conflict of interest. **Mr. Prendeville** seconded the motion. Mr. Diacogiannis asked if any member wanted to discuss or vote on any motion individually. He stated that it is customary during Reorganization Meetings to move the Agenda as opposed to making, seconding and conducting a roll call on each motion. Reorganization meetings are required by the Second Class Township and are mostly procedural. Without that request, Mr. Diacogiannis called for a roll call vote on the motion.

Ms. Lawless – aye, Mr. Nagle – aye, Mr. Warren – aye, Mr. Prendeville - aye, Mr. Diacogiannis - aye.

Mr. Finnigan thanked the Board and staff for their significant support in 2020 and is looking forward to working with everyone again in 2021. The following items were approved based on **Mr. Nagle's** motion and its passage:

Upon a motion of **Mr. Nagle**, seconded by **Mr. Warren**, 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 2021 at the rate of \$175.00 per hour - regular issues and \$175.00 per hour - court appearances for all work as well as \$175.00 per hour for the attendance at any meeting as indicated in his email dated September 17, 2019 and December 28, 2020. The fees are also extended to any partner or associate of Broughal & DeVito, L.L.P. in the absence of Mr. Broughal.

Ms. Lawless – aye, Mr. Nagle – aye, Mr. Warren – aye, Mr. Prendeville - aye, Mr. Diacogiannis - aye.

Upon a motion of **Mr. Nagle**, seconded by **Mr. Warren**, the Board unanimously approved to re-appoint Mr. Brien R. Kocher, representing Hanover Engineering Associates as the Township Engineer for the year 2021 with a retainer fee of \$250.00 per month. This retainer fee represents payment for regularly scheduled meetings of the Board of Supervisors and engineering, 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 2021 fee schedule, submitted by Mr. Brien R. Kocher, PE with his cover letter dated November 23, 2020, a copy of which is attached and made part of the minutes.

Ms. Lawless – aye, Mr. Nagle – aye, Mr. Warren – aye, Mr. Prendeville - aye, Mr. Diacogiannis - aye.

Upon a motion of **Mr. Nagle**, seconded by **Mr. Warren**, 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 19, 2020.

Ms. Lawless – aye, Mr. Nagle – aye, Mr. Warren – aye, Mr. Prendeville - aye, Mr. Diacogiannis - aye.

Upon a motion of **Mr. Nagle**, seconded by **Mr. Warren**, 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 \$80.00 per meeting attended.

Ms. Lawless – aye, Mr. Nagle – aye, Mr. Warren – aye, Mr. Prendeville - aye, Mr. Diacogiannis - aye.

Upon a motion of **Mr. Nagle**, seconded by **Mr. Warren**, 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 \$55.00 per meeting and an hourly rate of \$14.00 per hour for other services as approved by the Planning Commission Chairman. Total cost of such services for the calendar year 2021 shall not exceed \$1,800.00. A copy of this motion is to be sent to the Chairman of the Planning Commission by the Township Secretary.

Ms. Lawless – aye, Mr. Nagle – aye, Mr. Warren – aye, Mr. Prendeville - aye, Mr. Diacogiannis - aye.

Upon a motion of **Mr. Nagle**, seconded by **Mr. Warren**, the Board unanimously approved compensation for Crossing Guards at the rate of \$16.63 per hour in 2021 with the rate being apportioned between the Bethlehem Area School District and Hanover Township as per the 1980 Agreement.

Ms. Lawless – aye, Mr. Nagle – aye, Mr. Warren – aye, Mr. Prendeville - aye, Mr. Diacogiannis - aye.

Upon a motion of **Mr. Warren**, seconded by **Ms. Lawless**, the Board unanimously approved the hiring of snow emergency help at the rate of up to \$32.00 per hour for individuals with CDL licenses and up to \$22.00 per hour for all others. Hiring is at the discretion of the Township Manager.

Ms. Lawless – aye, Mr. Nagle – aye, Mr. Warren – aye, Mr. Prendeville - aye, Mr. Diacogiannis - aye.

Upon a motion of **Mr. Warren**, seconded by **Ms. Lawless**, the Board unanimously approved the following paid Holiday schedule for 2021 for all Township and Community Center full-time employees.

Floating Day (Choice of MLK Birthday (1/19), Presidents' Day (2/15), Columbus Day (10/11), General Election Day (11/2) or Veterans Day (11/11))
Good Friday (4/2)
Memorial Day (5/31)
Independence Day (7/5)
Labor Day (9/6)
Thanksgiving Day (11/25)
Friday after Thanksgiving (11/26)
Christmas Eve (12/24)
Day after Christmas (12/28)
New Year's Eve (12/31)
New Year's Day (1/1/21)

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

Ms. Lawless – aye, Mr. Nagle – aye, Mr. Warren – aye, Mr. Prendeville - aye, Mr. Diacogiannis - aye.

Upon a motion of **Mr. Warren**, seconded by **Ms. Lawless**, the Board unanimously approved the following paid Holidays for Crossing Guards for the calendar year 2020 as follows:

Good Friday (4/20)
Memorial Day (5/31)
Labor Day (9/6)
Thanksgiving Day (11/26)
New Year's Eve (12/31)

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.

Ms. Lawless – aye, Mr. Nagle – aye, Mr. Warren – aye, Mr. Prendeville - aye, Mr. Diacogiannis - aye.

Upon a motion of **Mr. Warren**, seconded by **Ms. Lawless**, the Board unanimously approved to re-appoint 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.

Ms. Lawless – aye, Mr. Nagle – aye, Mr. Warren – aye, Mr. Prendeville - aye, Mr. Diacogiannis - aye.

Upon a motion of **Mr. Warren**, seconded by **Ms. Lawless**, the Board unanimously approved to appoint the following as Special Fire Police for Hanover Township under Section

1914 of the Second Class Township Code; Tyler Isaac (1591), Andrew Milham (1592), Cody Chaszar (1593) and Tami Brotosky (1598).

Ms. Lawless – aye, Mr. Nagle – aye, Mr. Warren – aye, Mr. Prendeville - aye, Mr. Diacogiannis - aye.

Upon a motion of **Mr. Warren**, seconded by **Ms. Lawless**, 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 \$21,300.00. Purchases in excess of \$21,300.00 requires the approval of the Chairman of the Board of Supervisors, followed by authorization of the entire Board.

Ms. Lawless – aye, Mr. Nagle – aye, Mr. Warren – aye, Mr. Prendeville - aye, Mr. Diacogiannis - aye.

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

Ms. Lawless – aye, Mr. Nagle – aye, Mr. Warren – aye, Mr. Prendeville - aye, Mr. Diacogiannis - aye.

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

Ms. Lawless – aye, Mr. Nagle – aye, Mr. Warren – aye, Mr. Prendeville - aye, Mr. Diacogiannis - aye.

Upon motion of **Mr. Nagle**, seconded by **Ms. Lawless**, the Board unanimously approved to re-appoint John C. Tadaro to the Recreation Advisory Board for a three-year term to expire January 8, 2024.

Ms. Lawless – aye, Mr. Nagle – aye, Mr. Warren – aye, Mr. Prendeville - aye, Mr. Diacogiannis - aye.

Upon motion of **Mr. Nagle**, seconded by **Ms. Lawless**, the Board unanimously approved to re-appoint Barry Check and Paul A. Pugielli to the Planning Commission for a four-year term to expire January 6, 2025.

Ms. Lawless – aye, Mr. Nagle – aye, Mr. Warren – aye, Mr. Prendeville - aye, Mr. Diacogiannis - aye.

Upon motion of **Mr. Nagle**, seconded by **Ms. Lawless**, the Board unanimously approved to re-appoint Joan F. Witiak, Blair E. Bates, Gamini A. Vedage and William M. Glose, IV to the Shade Tree Advisory Commission for a four-year term to expire January 6, 2025.

Ms. Lawless – aye, Mr. Nagle – aye, Mr. Warren – aye, Mr. Diacogiannis, aye

Upon motion of **Mr. Nagle**, seconded by **Ms. Lawless**, the Board unanimously approved to appoint Mary Ellen O'Connell (Alternate) and Mary Kay Brezinsky (Alternate) to the Shade Tree Advisory Commission for a three-year term to expire January 2, 2023.

Ms. Lawless – aye, Mr. Nagle – aye, Mr. Warren – aye, Mr. Prendeville - aye, Mr. Diacogiannis - aye.

Upon motion of **Mr. Nagle**, seconded by **Ms. Lawless**, the Board unanimously approved to re-appoint Joseph F. Moeser and Brian A. Dillman and Jesse J. Chupella (Alternate) and Peter M. Garland (Alternate) to the Zoning Hearing Board for a three-year term to expire January 8, 2024.

Ms. Lawless – aye, Mr. Nagle – aye, Mr. Warren – aye, Mr. Prendeville - aye, Mr. Diacogiannis - aye.

Upon motion of **Mr. Nagle**, seconded by **Ms. Lawless**, the Board unanimously approved to re-appoint Wayne A. Muffley, Patricia L. Milite and Katie L. Kaplan to the Special Events Committee for a three-year term to expire January 8, 2024.

Ms. Lawless – aye, Mr. Nagle – aye, Mr. Warren – aye, Mr. Prendeville - aye, Mr. Diacogiannis - aye.

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

Ms. Lawless – aye, Mr. Nagle – aye, Mr. Warren – aye, Mr. Prendeville - aye, Mr. Diacogiannis - aye.

RESOLUTION 21-01

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 \$146,023.06 per year, payable bi-weekly (\$5,616.27) from the general fund of the Township. Effective date of salary is December 27, 2020. The Township Manager is salaried for forty hours per week. Position is Exempt.

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 **Ms. Lawless** the Board unanimously approved to adopt the following Resolution for Township Depositories.

Ms. Lawless – aye, Mr. Nagle – aye, Mr. Warren – aye, Mr. Prendeville - aye, Mr. Diacogiannis - aye.

RESOLUTION 21-02

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 2021:

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

BB&T, 2 City Center, 645 Hamilton Street, Suite 1100, Allentown, PA 18101-2188

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 **Ms. Lawless**, the Board unanimously approved to authorize the Chairman, Vice Chairman, Township Manager, Treasurer or Assistant Treasurer to co-sign checks drawn on Township funds and that the signature cards be updated reflecting this motion.

Ms. Lawless – aye, Mr. Nagle – aye, Mr. Warren – aye, Mr. Prendeville - aye, Mr. Diacogiannis - aye.

Upon a motion of **Mr. Nagle**, seconded by **Mr. Warren**, 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, September, October and November on the second and fourth Tuesday of each month; June, 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 2021. 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.

Ms. Lawless – aye, Mr. Nagle – aye, Mr. Warren – aye, Mr. Prendeville - aye, Mr. Diacogiannis - aye.

Upon a motion of **Mr. Nagle**, seconded by **Mr. Warren**, the Board unanimously approved to appoint the members of the Board of Supervisors for 2021 as Roadmasters for the following Districts:

Supervisor Nagle	District #1
Supervisor Diacogiannis	District #2
Supervisor Warren	District #3
Supervisor Lawless	District #4
Supervisor Prendeville	District #5

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

Ms. Lawless – aye, Mr. Nagle – aye, Mr. Warren – aye, Mr. Prendeville - aye, Mr. Diacogiannis - aye.

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

Ms. Lawless – aye, Mr. Nagle – aye, Mr. Warren – aye, Mr. Prendeville - aye, Mr. Diacogiannis - aye.

RESOLUTION 21-03

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. Warren**, the Board unanimously approved to adopt the following Resolution for the Compensation of the Tax Collector. Ms. Lawless – aye, Mr. Nagle – aye, Mr. Warren – aye, Mr. Prendeville - aye, Mr. Diacogiannis - aye.

RESOLUTION 21-04

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 one hundred dollars (\$125.00) for the fiscal year 2021 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.

RESOLUTION 21-05

WHEREAS, the Board of Supervisors on an annual basis establishes the compensation for the Public Works Director, Township Treasurer, Township Secretary and Zoning Officer.

THEREFORE BE IT RESOLVED AND IT IS HEREBY RESOLVED on this day that compensation for the Public Works Director is established at \$96,497.98 (\$3,711,46 bi-weekly)

per year, Township Treasurer \$65,135.30 (\$2,505.20 bi-weekly) per year, Township Secretary \$59,882.25 (\$2,303.16) per year and Zoning Officer \$78,028.54 (\$3,001.10) bi-weekly) per year, all payable bi-weekly from the General Fund of the Township. Effective date of salary is December 27, 2020. The positions are salaried for forty hours per week and are Exempt.

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. Warren**, 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.

Ms. Lawless – aye, Mr. Nagle – aye, Mr. Warren – aye, Mr. Prendeville - aye, Mr. Diacogiannis - aye.

Upon a motion of **Mr. Warren**, 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 the amount allocated for 2021. Expenditure of any funds requires the approval of the Township Manager.

Ms. Lawless – aye, Mr. Nagle – aye, Mr. Warren – aye, Mr. Prendeville - aye, Mr. Diacogiannis - aye.

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

Administration	Mr. Jeffrey M. Warren
Development	Mr. John D. Nagle
Planning & Zoning	Ms. Susan A. Lawless
Public Works	Mr. Michael J. Prendeville

Ms. Lawless – aye, Mr. Nagle – aye, Mr. Warren – aye, Mr. Prendeville - aye, Mr. Diacogiannis - aye.

Upon a motion of **Mr. Warren**, seconded by **Mr. Nagle**, the Board unanimously approved the following pay schedule for full and part-time Township positions effective January 1, 2020, as recommended by the Township Manager. Actual work hours will be determined by the Township Manager. 2021 wages will be determined by the associates 2019 wages and 2020 Salary Increase Guidelines as determined by their 2020 performance evaluation.

Township	Hourly Wage/Up To
Township Manager's Secretary	25.65
Code Enforcement Officer	24.50
Office Support Associate	20.80
Receptionist/Clerk	20.25
Permit Coordinator/Zoning Assistant	16.50
Laborer	24.50
Equipment Operator	38.25
Equipment Operator – Mechanic	38.25
Public Works Crew Leader	39.50

Ms. Lawless – aye, Mr. Nagle – aye, Mr. Warren – aye, Mr. Prendeville - aye, Mr. Diacogiannis - aye.

COURTESY OF THE FLOOR

No one present wished to offer Public Comment.

Upon a motion of **Mr. Nagle**, seconded by **Ms. Lawless**, the Board unanimously approved adjournment at 6:10 P.M.

Ms. Lawless – aye, Mr. Nagle – aye, Mr. Warren – aye, Mr. Prendeville - aye, Mr. Diacogiannis - aye.

Elizabeth D. Ritter
Secretary