
REGULAR SEMI-MONTHLY MEETING

June 22, 2021

The regular semi-monthly meeting of the Board of Supervisors, Hanover Township, Northampton County, was called to order by Chairman John Diacogiannis at the Hanover Township Municipal Building, 3630 Jacksonville Road, Bethlehem, PA, 18017 at 7:02 P.M.

Present via virtual Zoom meeting were Supervisors Nagle, Lawless, Warren, Prendeville, Diacogiannis, Engineer Brien Kocher, and Solicitor Jim Broughal.

The Pledge of Allegiance was performed.

Upon motion of Mr. Nagle, seconded by Ms. Lawless, the Board approved the Agenda.

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

Upon motion of Mr. Nagle seconded by Ms. Lawless, the Board approved the minutes from the meeting of the Board of Supervisors dated June 22, 2021.

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

Upon motion of Mr. Nagle seconded by Ms. Lawless, the Board approved the list of bills and transfers dated July 27, 2021.

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

COURTESY OF THE FLOOR

REPORT OF THE CHAIRMAN

Mr. Diacogiannis announced this will be the final Zoom meeting, the next meeting will be an in person meeting. The new software is in place and being tested to allow for broadcasting of future meetings, that will allow people to listen in to the live meetings.

REPORT OF THE VICE CHAIR

Mr. Prendeville had nothing to report.

SUPERVISOR'S COMMENTS

Mr. Nagle – Road District #1, had nothing to report. He acknowledged the work of the Public Works patching up Township Line Road.

Mr. Diacogiannis – Road District #2, had nothing to report.

Mr. Warren – Road District #3, had nothing to report.

Ms. Lawless – Road District #4, had nothing to report. Ms. Lawless thanked everyone that was involved in implementing the virtual software for the meetings.

Mr. Prendeville – Road District #5, had nothing to report.

APPOINTMENTS AND RESIGNATIONS – BOARDS, COMMISSIONS AND COMMITTEES

Shade Tree Advisory Commission

Mr. Prendeville moved to make the following modifications to the Shade Tree Advisory Commission effective June 23, 2021:

Mary Ellen O’Connell, Regular Member with a term ending 01/2025

Joan F. Witiak, Alternate Member with a term ending 01/2023

Ms. Lawless seconded the motion.

Ms. Lawless thanked Ms. Witiak for her years of dedication to the Shade Tree Commission & wished Ms. O’Connell good luck.

Mr. Prendeville thanked Ms. Witiak for her service and for the in-depth conversation they had regarding information on trees.

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

PLANNING & ZONING

Conditional Use Hearing – 310 Stoke Park Rd.

Ms. Lawless noted for the record the hearing has been duly advertised and the Secretary has received proof of advertisement and a court stenographer is present to record all testimony.

Hold Harmless – 5768 Monocacy Drive

Ms. Lawless moved the Board authorize the Chairman and Secretary to sign the hold harmless agreement for the installation of a fifty-four-inch-high aluminum fence on the property located at 5768 Monocacy Drive, the proposed structure will encroach into the fifteen-foot drainage and utility easement in the rear yard and the ten-foot drainage and utility easement in the side yards located on the premises.

Mr. Nagle seconded the motion.

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

Hold Harmless – 975 Merrivale Road

Ms. Lawless moved the Board authorize the Chairman and Secretary to sign the hold harmless agreement for the installation of a fence on the property located at 975 Merrivale Road, the structure will encroach into the ten-foot easement in the side yard and into the twenty-foot sanitary sewer easement located on the premises.

Mr. Nagle seconded the motion.

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

ADMINISTRATION

Community Center

Mr. DeGeorge, Recreation Director, & Mr. Lindsay, Assistant Recreation Director, presented information on the plan for reopening of the community center.

Target Dates:

- July 19th Fitness Rooms Reopen
- July 26th Camps 8-12:30 M-F
- August 30th Fall Programming
- September 7th Full Re-Opening
- Pre-School Director to begin first week of August

Special Events:

- Hanover Carnival – August 8-11
- Flag Burning Ceremony – September 11
- Fall Festival – TBD
- Tree Lighting – TBD
- Women's 5K – TBD
- Traditions of Hanover – July 28th at 9:00 A.M.

Mr. DeGeorge advised that all memberships that were on hold will be reinstated with the equal amount of time remaining.

Mr. Warren questioned if the Township incurred a fee for the vending machines to be restocked.

Mr. DeGeorge advised there was no fee incurred.

Ms. Lawless inquired if they have reached out to previous members that have time remaining on their memberships.

Mr. DeGeorge advised they have not been contacted as of yet, they will be contacted once the system information is reviewed for accuracy.

Ms. Lawless questioned if an audit would be performed on the accounts.

Mr. DeGeorge advised that the information is being reviewed.

Ms. Lawless asked what percentage the center is at with hired staff.

Mr. DeGeorge advised only he and the assistant are fully cleared, but there are several in process.

Ms. Lawless asked if Mr. DeGeorge and Mr. Lindsay have been asked for input on the recreation wages.

Mr. DeGeorge advised that yes they have.

Ms. Lawless stated that the lights on the loop was a popular event and would like them to try to do that again this year. Ms. Lawless asked if there has been budget discussion?

Mr. Finnigan advised that there have been budget discussion and that the budget will be revisited for budget adjustments at the end of the year, per the recommendation of the Auditor. Budget conversations will continue once programs and staffing has been put in place.

Mr. Finnigan advised that the winter lights will be implemented into the tree lighting ceremony.

Mr. Finnigan advised there have been refunds issued in the last year for requested refunds for prior memberships, and these refunds are being input into the Sportsman System.

Mr. Finnigan praised Mr. DeGeorge and Mr. Lindsay on their phenomenal job in such a short period of time.

Mr. Warren requested reiterated the importance of starting to look at the budget numbers.

Ms. Versteeg thanked the staff for the in-depth presentation. Ms. Versteeg asked how they plan to advertise outside of social media, especially for the senior community that do not use social media but are a big part of the membership at community center.

Mr. DeGeorge advised that on July 28th there is an event happening specifically for the senior community members, which is being partnered and advertised by Traditions of Hanover. Mr. DeGeorge advised that they are also going to utilize the Township e-mail lists as well as flyers.

Ms. Versteeg asked what the status of the recreation advisory committee and how is the interaction with them.

Mr. DeGeorge advised he attended the recreation advisory board meeting last week. He and Mr. Lindsay will be attending all the recreation advisory board meetings and intend to have the board become more involved.

Mr. DeGeorge advised they have recommended that a member of the Board of Supervisors also start to attend the meetings as well.

Mr. Prendeville stated he would like to attend the next recreation advisory board and involve them in the pool advisory board decisions.

Mr. Diacogiannis volunteered to be the liaison representative for the recreation advisory board.

Ms. Johnson asked what the fee for the camps program will be.

Mr. Lindsay advised the camps will be held at the municipal park outside of the community center and the fees will be \$105.00 for members per week and \$135.00 for non-members per week.

Ms. Steinberg questioned the fitness memberships. She advised the fitness memberships previously included the aerobics and gym usage. If the fitness membership goes back into effect on July 19th but the aerobics and gym are not available will there be a discount, or an extension added to the membership?

Mr. DeGeorge advised that the memberships will be extended.

Ms. Steinberg asked if babysitting will be available for members?

Mr. DeGeorge advised yes babysitting will be available.

Recreation Wages

Mr. Warren moved the Board approve the following pay schedule for the Community Center and Pre-School part-time positions found in Exhibit A, per the recommendation of the Township Manager.

RECREATION DEPARTMENT RATES

Community Center Part – Time	Position	Hourly Wage/Up to Effective 6/1/2021
	Aerobics Instructor	18.39
	Custodian	11.90
	Fitness Instructor / Personal Trainer	14.60
	Fitness Instructor / Personal Trainer – Advanced	17.85
	Front Desk – Customer Service Associate / Child Care Worker	10.75
	Front Desk Supervisor	12.06
	Accounting Support	17.31
	Program Instructor – Art	18.00
	Program Instructor – Baseball	16.90
	Program Instructor – Basketball	16.90
	Program Instructor – Cheer	12.60
	Program Instructor – Dance	15.75
	Program Instructor – Golf	19.96
	Program Instructor – Karate	22.00
	Program Instructor – Miscellaneous	15.75
	Program Instructor – Music	16.90
	Program Instructor – Soccer	16.90
	Program Instructor – Tennis	26.78
	Program Instructor – Zumba	18.91

Pre-School Age Programming

Preschool Age Program Coordinator	17.17
Lead Instructor – Enrichment Coordinator / Extended Care	16.19
Preschool Age Program Instructor	16.78

Parks & Camps

Assistant Park Coordinator	14.40
P & R Park Counselor	11.50
Lead Counselor	13.15
Camp Counselor	11.50

Mr. Prendeville seconded the motion.

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

Resolution – Shade Tree List

Mr. Warren moved the Board adopt Resolution 2021 – 15 amending the list of deciduous trees acceptable for planting within the Township.

Mr. Prendeville seconded the motion.

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

American Rescue Funds Bank Account – Signature Authorization

Mr. Warren moved the Board authorize the Chairman, Vice Chairman, Township Manager, Secretary and Treasurer to sign the bank account information for the opening of a bank account for the anticipated receipt of the American Rescue Funds.

Mr. Prendeville seconded the motion.

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

Newsletter Procedure

Ms. Lawless advised there have been situations where articles were written and did not make it into the newsletter. She requested a formal checklist be sent out the week before the publication to confirm that all submissions have been received and are being placed in the newsletter.

Mr. Diacogiannis advised that follow up should be implemented and stated that a group e-mail can be sent out to make sure all articles have been received.

Ms. Lawless would like the email to be sent to all contributors and the Board of Supervisors.

Mr. Warren asked if there are set dates.

Mr. Finnigan advised the next date newsletter deadline is September 10th.

Tree Fund – Audit Request

Ms. Lawless requested an audit of the funds received from developers for shade tree.

Mr. Finnigan advised that the funds from the most recent developers have not been received. Mr. Finnigan advised the audit is currently being worked on.

Ms. Lawless inquired on the separation of the Patient First tree replacement and asked if these funds can be transferred into the tree replacement funds.

Mr. Finnigan advised we will get clarification from the auditor and then proceed with the transfer.

Life Insurance

Mr. Warren moved the Board authorize the Chairman to sign the New Customer Verification with Mutual of Omaha, switching the Township Employee's Life insurance policy from Principal Life to Mutual of Omaha. The switch provides an annual savings of \$2,815.50 and portability of the plan.

Mr. Prendeville seconded the motion.

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

Distribution Election Form – Signature Authorization

Mr. Warren moved the Board authorize the Chairman to sign the Distribution Election Form under the Hanover Township Non-Uniformed Employees Money Purchase Pension Plan for Joseph Bednarik.

Mr. Prendeville seconded the motion.

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

Goodtime Amusement

Mr. Warren moved the Board authorize the Chairman to sign the Goodtime Amusement Contract for rides and concessions September 8th – September 11th at Hanover Township Municipal Complex.

Mr. Prendeville seconded the motion.

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

Community Utilities of Pennsylvania, Inc.

There was a discussion by the Board about sending a letter to express the Board's concerns with the rate increase request from Community Utilities of Pennsylvania.

Mr. Warren moved the Board authorize the Chairman to sign the letter stating the Board's opposition of the raised rates.

Mr. Prendeville seconded the motion.

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

DEVELOPMENTS

Kevin drive Roadway Extension – Bid Authorization

Mr. Nagle moved the Board authorize the advertisement for Bid for the Kevin Drive Extension, via the PennBid Program.

Ms. Lawless seconded the motion.

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

257 Brodhead Road – Recording Deadline

Mr. Nagle moved the Board grant the developer of 257 Brodhead Road an extension of the deadline for recording the plan to December 30, 2021, per their letter dated June 11, 2021.

Ms. Lawless seconded the motion.

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

6292 Hanoverville Road – MPC Deadline

Mr. Nagle noted for the record the developer of 6292 Hanoverville Road, has granted the Township an extension to December 30, 2021 to review the plan, per their letter dated June 11, 2021.

Farmhouse Village – MPC Deadline

Mr. Nagle noted for the record the developer of Farmhouse Village has granted the Township an extension to December 30, 2021 to review the plan, per their letter dated June 11, 2021.

Hindu Temple – MPC Deadline

Mr. Nagle noted for the record the developer of Hindu Temple Society has granted the Township an extension to October 10, 2021, to review the plan, per their letter dated June 15, 2021.

Freshpet Plant #2 – Improvements Extension

Mr. Nagle moved the Board grant the developer of Freshpet Plant #2 an extension to October 5, 2021 to complete the improvements, per their letter dated June 11, 2021.

Ms. Lawless seconded the motion.

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

Hanover Corporate Center II – Steuben Road and Township Line Road – Extension

Mr. Nagle moved the Board grant the developer of Hanover Corporate Center 2 – Steuben Road and Township Line Road an extension to June 30, 2022, to complete the improvements, per their letter dated June 14, 2021.

Ms. Lawless seconded the motion.

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

4098 Bath Pike – Improvements Extension

Mr. Nagle moved the Board grant the developer of 4098 bath Pike an extension to September 18, 2021, to complete the improvements, per their letter dated June 15, 2021.

Ms. Lawless seconded the motion.

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

Willow Crest Farms – MPC Deadline

Mr. Nagle noted for the record the developer of Willow Crest Farms has granted the Township an extension to September 30, 2021, to review the plan, per their letter dated June 14, 2021.

Valley Wellness - 4415 Innovation Way – Security Release

Mr. Nagle moved the Board, per the recommendation of Hanover Engineering in their letter dated June 15, 2021, approve the final release of the remaining improvements security and close-out of the Valley Wellness Center project. This is conditioned upon the Developer adhering to Township Policy 8 (payment of plans and appeals).

Ms. Lawless seconded the motion.

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

Lehigh Valley Health Network Schoenersville Road Development – MPC Deadline

Mr. Nagle noted for the record the developer of Lehigh Valley Health Network Schoenersville Road Development has granted the Township an extension to October 11, 2021, to review the plan, per their letter dated June 21, 2021.

PUBLIC WORKS

Pool

Mr. Prendeville reported that the interviews of the final candidates have been completed. By unanimous decision the firm BKP Architects will be awarded the bid.

Mr. Prendeville moved the Board approve to enter into a professional services agreement with BKP Architects based on the proposal dated May 14, 2021, in the amount of \$29,120.00 subject to the approval of the Township Engineer, Solicitor and Manager and further move to authorize the Township Manager to execute the agreement on behalf of the Township.

Ms. Lawless seconded the motion.

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

Ms. Versteeg asked if BKP they will be able to work on the project now, or do they need to finish the Allentown project first.

Mr. Prendeville advised they will start once the agreement had been executed.

COURTESY OF THE FLOOR

STAFF REPORTS

Mr. Kocher – Engineer – had nothing to report.

Mr. Broughal – Solicitor – had nothing to report.

Mr. Milite – Public Works Director – had nothing to report.

Mr. Finnigan – Township Manager – Mr. Finnigan requested a motion for the authorization to advertise the proposed speed limit ordinance.

Mr. Warren moved the Board authorize the Solicitor’s office to advertise the proposed speed limit ordinance.

Mr. Prendeville seconded the motion.

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

Upon motion of Mr. Prendeville the Board adjourned at 9:30 PM.

Elizabeth D. Ritter
Township Secretary