

Policy 1
Introduction, Adoption and Rejection of a Policy

In order to assist in orderly and consistent management of Hanover Township, the Board of Supervisors will from time to time develop policies. These policies are not ordinances or resolutions, but are intended to be guidelines on matters of daily governing. A policy may be introduced by any member of the Board of Supervisors and, after two readings with at least one week interval between readings, be added to the policy list by a majority vote (three). Discussion, deletion, additions, and/or any other changes to a proposed policy should be made before the first formal reading. In addition to a policy being recorded in the minutes, a separate listing of all policies will be made available in the Township Office. In proposing policies, a suggested time table is shown below.

Proposed policy circulated Week 1

Discussion and Adoption Week 2

Adopted October 13, 2020

Policy 2
Use of Municipal Building

The Municipal Building shall be used only for meetings of the Board of Supervisors, Township Commissions, Committees and Boards and for functions sponsored by them. Dates and times of unscheduled meetings are to be arranged with the Secretary/Treasurer to avoid conflicts. Permission to use the building can only be granted by the Chairman of the Board and/or Township Manager.

Adopted October 13, 2020

Policy 3
Copier Use and Cost

The prime purpose of the copier in the Hanover Township Office is for official Township Business. The clerical staff may make copies of Township material for residents and/or their representatives at a cost of 25 cents per page.

Adopted October 13, 2020

Policy 4
Agendas

It is the policy of the Board of Supervisors that any developer/landowner wishing to be placed on the Board of Supervisors Agendas with any items must give notice to the Township Secretary **five (5)** working days before the scheduled meeting date. Agenda will be furnished to the Board and will be placed on the website by noon on Friday prior to the meeting.

Adopted October 13, 2020

Policy 5
Developers Approvals

It is the policy of the Board of Supervisors that all approvals of plans are conditioned upon payment of any and all outstanding bills in the Plans & Appeals Account of the developer.

Adopted October 13, 2020

Policy 6
Organization Chart

The Township Manager shall prepare an organization chart and submit the same to the Board of Supervisors one month before the Reorganization Meeting. In addition, an organization chart must be submitted to the Board within one month after appointment to the position of Manager.

Adopted October 13, 2020

Policy 7
Expenditure Funds

The Township Manager & Treasure will have the authority to expend Township Funds without Board approval up to limits set by the 2nd Class Township Code. Purchases in excess of limits set by the 2nd Class Township Code require the approval of the Chairman of the Board of Supervisors, followed by authorization of the entire Board.

Adopted October 13, 2020

Policy 8
Release of Escrow Funds

It is the policy of the Board of Supervisors that it will not consider a developer's request for the release of funds held in Escrow until the developer's Plans & Appeals Account is fully paid up to date and the Township Engineer has given his written recommendation after he has made a physical inspection.

The Township Secretary will notify any developer requesting such release of this policy and also inform the developer that the request will not be placed on the Board of Supervisors Agenda until the above requirement is satisfied.

Requests for release of Escrow Funds are due by noon the 2nd proceeding Wednesday of a regularly scheduled Board of Supervisors meeting.

Adopted October 13, 2020

Policy 9
Security for Improvement or Maintenance

It is the policy of the Board of Supervisors that if Security for Improvements or Maintenance is received from the developers in the form of cash or check, such Security

shall be deposited into a specially marked interest-bearing account. These funds shall be accessible for withdrawal at such time as the Board of Supervisors have made and approved a motion to release these funds.

Adopted October 13, 2020

Policy 10
Earth Moving Permit

It is the policy of the Board of Supervisors that an Earth Moving Permit be established in accordance with §159-29 E. (6) of the Hanover Township Subdivision and Land Development Ordinance (01-03).

This permit will only allow general earth moving activities and will not allow excavation for any utilities, footers or structures. The permit is required for anyone who moves earth on any site being proposed for Subdivision or Land Development or Site Plan approval in Hanover Township, where such site has conditional plan approval, but when such site does not yet have a recorded Subdivision/Land Development Plan (Site Plan as required under the Zoning Ordinance) and/or a valid Building permit.

This permit shall be issued by the Zoning Officer.

The fee for the permit shall be identified on the Fee Schedule.

The Earth Moving Permit will not be issued until such times as the Subdivision/Land Development (Site Plan) Construction Plan sets have been signed and distributed by the Township Engineer's Office.

All earth moving activities and time limits followed during these activities shall be undertaken in accordance with the approved Soil Erosion and Sedimentation Control and Narrative.

Prior to the issuance of the Earth Moving Permit for any site of 5.0 acres or greater, security and a binding agreement with the Township, suitable to the Township Solicitor, shall be required. For those sites less than 5.0 acres in size, no security or agreement will be required.

The Earth Moving Permit is valid only for a period of sixty (60) days. If at the termination of the sixty days the proper building permits have not been received, then another Earth Moving Permit must be applied for and received by the Applicant, or the site will be stabilized and closed to any further earth moving until such permits are issued.

Earth moving activities associated with a valid Building Permit will not need a separate Earth Moving Permit.

Adopted October 13, 2020

Policy 11
Subdivision/Site Plan Improvements and Maintenance

The following is the policy of the Township of Hanover with respect to the improvements and maintenance period for all municipal and other required improvements to be installed within a Subdivision or Site Plan finally approved by the Board of Supervisors:

1. The primary concern of the Township is the preservation and protection of the security which has been posted for the installation of municipal or other improvements and maintenance. In order to insure that maintenance security is posted in a sufficient and timely manner, no improvement security will be finally released until maintenance security has been posted and approved by the Township Solicitor.
2. The Township Engineer will be responsible for monitoring all Subdivision and Site Plans finally approved by the Board of Supervisors to insure compliance with the time periods for completion of improvements and commencement of the maintenance period. Periodic written reports shall be made to the Township Manager at least on a monthly basis.
3. The Township Engineer will monitor all Subdivision and Site Plans finally approved by the Board of Supervisors to insure that the established improvements and/or maintenance security will not lapse prior to completion of all improvements or completion of the maintenance period. Periodic written reports shall be made to the Township Manager at least on a monthly basis.
4. The Township Manager shall have the authority to take whatever action is necessary in order to preserve and protect the Township's security for improvements and/or maintenance in any Subdivision or Site Plan finally approved by the Board of Supervisors.

Adopted October 13, 2020

Policy 12
Bid Bonds

It shall be the policy of the Board of Supervisors that whenever bids are awarded that the bid bond of the successful and the next lowest qualified unsuccessful bidder be held until the successful bidder has posted the necessary security for the performance of work to the satisfaction of the Township Manager and Township Solicitor.

Adopted October 13, 2020

Policy 13
Subdivision Approval

It shall be the policy of the Board of Supervisors that anyone who makes application for a Subdivision or Land Development with the Township has one year from the date of application to obtain preliminary plan approval and one year from preliminary plan approval to obtain final plan approval.

If these time limits are not met, the plan will be rejected without a request for an Extension being received by the Township Secretary.

Adopted October 13, 2020

Policy 14
Record Plan Conditions

It is the policy of the Board of Supervisors that a Record Plan shall not appear before the Board for a vote on approval that has any plan deficiencies. Additionally, any conditional approvals granted by the Board shall have no more conditions attached than those conditions mentioned below:

1. Improvement Agreement & Security
2. Maintenance Agreement & Security
3. Payment of fees, i.e. plans and appeals account fees, recreation fees, traffic impact fees and/or storm sewer interceptor fees
4. Receipt of any required Pennsylvania Department of Transportation Highway Encroachment Permit
5. Receipt of planning module approval from the Pennsylvania Department of Environmental Resources
6. Receipt of Pennsylvania Department of Environmental Resources Storm Water Discharge Permit and/or Stream Encroachment
7. Allocation of public sewer and public water service from the utility supplier

This policy does not prevent the Board from voting on the rejection of a Plan for any reason whatsoever.

Adopted October 13, 2020

Policy 15
Record or Preliminary/Record Plan Approval

It is the policy of the Board of Supervisors that any Plans being placed on the agenda of the Board for a vote of Record or Preliminary/Record Plan approval shall be complete in all aspects and must be received by the Township Secretary no later than the 2nd preceding Wednesday prior to the next regularly scheduled semi-monthly meeting of the Board of Supervisors.

Adopted October 13, 2020

Policy 16
Courtesy of the Floor

It will be the policy of the Hanover Township Board of Supervisors that the procedure for Courtesy of the Floor will be as follows:

1. Courtesy of the Floor will be limited to 15 minutes at the beginning of all meetings. After 15 minutes anyone else who wishes to speak must wait until the next Courtesy of the Floor at the end of the meeting.
2. Anyone wishing to speak on an Agenda item may do so prior to the Board's deliberation.
3. Anyone who wishes to speak on a topic that is not already on the agenda must sign in with the Secretary. Speakers will be called in the order in which they signed.

Adopted October 13, 2020

Policy 17
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.

Adopted October 13, 2020

Policy 18
Plan Submissions Waiver

In accordance with the Pennsylvania Municipalities Planning Code, it shall be the policy of the Township that when plan submissions are made, the Developer shall be requested to sign a waiver for the 90 day review period with an open end date.

Adopted October 13, 2020

Policy 19
Bonding Company Rating

It shall be the official policy of Hanover Township, Northampton County, Pennsylvania, that in all cases where a performance and/or payment bond is required by a bidder pursuant to the provisions of the Pennsylvania Second Class Township Code or the Public Works Contractors Bond Law of 1967, as amended, the performance and/or payment bond to be provided by the successful low responsible bidder, selected by Hanover Township, shall be from a bonding company that has received at least a rating of A- or higher from the most recent edition of the Best's Key Rating Guide (Property Casualty).

Adopted October 13, 2020

Policy 20
Landscaping Acceptance

It is the policy of the Board of Supervisors to accept landscaping separately from other improvements if an agreement ends during the months of November, December, January, February or March.

Adopted October 13, 2020

Policy 21
Agenda Withdrawal from Planning Commission Meetings

It shall be the policy of the Board of Supervisors that Developers (individuals, partnerships, corporations, etc.) and/or their representatives (engineers, architects, legal counsel, etc.) are required to notify the Township by Noon (12:00 P.M.) the Friday preceding the Planning Commission meeting they are scheduled to attend, that they are withdrawing from the agenda.

Notification of their intention not to appear at the Planning Commission meeting after 12:00 P.M. the Friday preceding the Planning Commission meeting will result in items staying on the agenda and the review process being conducted.

The Planning Commission will inform them of their comments either directly with a letter, or a letter from the Township Engineer or their staff.

Adopted October 13, 2020

Policy 22
Resume to Board of Supervisors

It shall be the policy of Hanover Township, that any person wishing to apply for a volunteer position for a Township committee, commission or board shall submit a written resume to the Board of Supervisors. Any person selected to serve on a committee, commission or board shall appear before the Board of Supervisors at the next meeting to be introduced and appointed to said position.

Adopted October 13, 2020

Policy 23
Personal Reimbursement

It shall be the policy of Hanover Township that all personal reimbursements must be in the hands of the Secretary/Treasurer no later than 30 days after the expense date for proper payment. Anything after 30 days of the expense date will need Board approval for payment.

Adopted October 13, 2020

Policy 24
Emergency Call Response

It shall be the policy of the Board of Supervisors, Hanover Township – Northampton County, that when requested by the Fire Chief, Assistant Fire Chief and/or Officer-in-Charge (OIC), a Township employee who is a member of the Hanover Township Volunteer Fire Company #1, may respond to a working fire or other incident in support of the Hanover Township Volunteer Fire Company #1 emergency efforts, if their leaving is approved by either the Director of Public Works, Crew Leader or Township Manager and is deemed necessary for Public Health, Safety or Welfare. Township employees shall be compensated at their normal rate of pay. Responding to an incident, when requested, is strictly voluntary on the part of Township employee.

When deemed necessary, and again with the approval of either the Director of Public Works or the Township Manager, non-members of the Hanover Township Volunteer Fire Company #1, who are Township employees may be sent to a working fire or other incidents to assist with the operations of the Fire Company.

The Township will not be responsible for training and/or certifications required. Training would have to be arranged between the Township employee and the Fire Company and occur on the Township employee's own time.

Adopted October 13, 2020

Policy 25
Encroachment into Easements

1. Building permit applications should identify all easements affecting their property on a Plan that depicts the location of their proposed improvement, and should set all property corner markers.
2. The Zoning Officer should not grant any permits for buildings, fences, or other structures within easement areas except as noted below:
 - A. No portion of the fence material (except the posts) shall be closer to the ground than eight inches (8").
 - B. Access driveways or pathways crossing easements that run parallel and adjacent to public roads.
 - C. Fences within easements which fall into the category described as stated below. In this situation, issuance of the permit should not be granted until the property owner enters into the proper Release and Hold Harmless Agreement with the form of the Agreement to be satisfactory to the Township Solicitor and the Board of Supervisors.

Drainage and/or utility easements that may not be used for any common benefit: These easements provide no obvious benefit of providing a "common" benefit to upland property owners for allowing stormwater flow across lower elevation properties and provide no obvious "common" benefit for extension of common utilities. The example of this type of easement is often found on a Subdivision Plan where drainage and utility easements are shown along the side property line where adjoining properties may drain their stormwater flow to a property line swale draining toward the street or draining toward the rear yard, but where no other property owner's stormwater drains through that same easement. In this case, the Township has little interest in the protection of the easement rights since there is no "common" benefit identified. In these situations, the

Township, in my opinion, could allow encroachment of shrubbery, trees, and/or fences. It was recommended that the Township not allow the encroachment of structures such as patios, sidewalks, sheds, swimming pools, or portions of the principal structure to encroach into these easements.

Property owners who seek a “Permit” for the installation of a fence, should be requested to sign a Release or Acknowledgement Agreement indicating they recognize their fence is being built in an easement and that the Township and/or possibly other legitimate public utility agencies may be able to utilize that easement for legitimate interest of the Municipality or public utility and that the property owner recognizes that they must remove the fence at their expense, if the Municipality or utility company requires the access or use of the easement.

Also, the property owner should acknowledge that, if the Township or utility company removes or damages the fence during any utilization of that easement, the Township and/or utility company will not pay damages for the loss of the fence and will not be responsible for the restoration of the fence.

- D. Permits for utility structures that are necessary for the appropriate utilization of the easement by the appropriate Municipal or utility agency.

Adopted October 13, 2020

Policy 26 **Employee Travel Expenses**

It shall be the policy of the Board of Supervisors of Hanover Township to reimburse employees, including Supervisors, for expenses incurred attending training seminars or conferences.

Cost of Lodging: Reasonable rate based on government/market (least costly available) rate

Meals: Reasonable based on location of training, seminar, conference or meeting

Employees will not be reimbursed for expenses incurred by spouses, life partners or dependents.

Expenses for alcoholic beverages and other non-necessities will not be reimbursed.

It is recommended that receipts be submitted for all reimbursable employee expenses as outlined in this policy. It is required that employees provide detailed receipts for:

- all purchases made on a Township Credit Card, regardless of the amount;
- all lodging expenditures, regardless of the amount;
- other employee business travel and entertainment expenditures of \$30 or more; and
- all other expenses (e.g., materials, supplies, fees, etc.), regardless of the amount.

Overall responsibility and exceptions to this policy rests with the Township Manager or Chairman – Board of Supervisors.

Adopted October 13, 2020

Policy 27
Capitalization

In accordance with Generally Accepted Accounting Principles (GAAP), Hanover Township has established a capitalization threshold equal to or greater than \$10,000 with a useful life of 5 or more years to be depreciated on a straight line basis using the one-half (1/2) year convention.

Adopted October 13, 2020

Policy 28
Returned Checks

It is the policy of the Board of Supervisors of Hanover Township to charge a fee of \$35.00 (thirty-five dollars) plus bank charges, administrative fees and any other fees and charges incurred by the municipality for any check that is returned to the Township due to insufficient funds, an account being closed, or any other reason. The Township has the right to refuse payment by check from anyone who has previously had a check that was returned to the Township.

Adopted October 13, 2020

Policy 29
Emergency Notification Policy

It shall be a policy of the Board of Supervisors that the Hanover Township Volunteer Fire Company No. 1 and/or Colonial Regional Police Department notify the Township Manager and Township Emergency Management Staff on any major incidents within the Township as soon as operationally possible. Incidents include, but are not limited to:

1. Structure Fire – Residential & Commercial
2. Motor Vehicle Accident – Potential Fatality
3. Armed Robbery
4. Hostage Situation
5. Barricaded Individual
6. Bomb Threats
7. Missing Person
8. Potential for Mass Casualty
9. Active Shooter
10. Weather Warnings: Hurricanes, Snow & Significant Rain
11. PEERS Reportable Incident
12. Any other high profile, high risk situations

It will then be the Township Manager's responsibility to notify members of the Board of Supervisors depending on the nature of the incident.

Adopted October 13, 2020

Policy 30
Conditional Approval Requirement

It shall be a policy of the Board of Supervisors (the “Board”) that the Board will not entertain a plan for Conditional Approval prior to the Board receiving an approval letter from the Northampton County Conservation District.

Adopted October 13, 2020

Policy 31
Home Improvement Permits

Act 132 of 2008 was adopted by the Pennsylvania Legislature in October of 2008 and signed by the Governor. The law establishes a mandatory registration for contractors who offer or perform home improvements in Pennsylvania. The statute also establishes minimum insurance requirement for contractor; requires contractors to provide their registration number in their ads and contracts; establishes required contract terms for home improvement contracts; prohibits unfair business practices; and creates a criminal penalty for home improvement fraud.

Effective July 1, 2009 Hanover Township will not issue a permit for home improvements unless the home improvement contractor complies with the requirements of Act 132 of 2008.

Adopted October 13, 2020

Policy 32
Credit/Debit Card Payments

It shall be a policy of the Board of Supervisors (the “Board”) that the Township will accept Credit/Debit Card payments for all fees or payments with the exception of Real Estate Taxes.

A Convenience Fee will be charged when using a Credit/Debit Card.

☼	Master Card – Credit / Debit	2.45% of payment with a minimum of \$1.50
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☼	Visa Card – Credit / Debit	2.45% of payment with a minimum of \$1.50
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Adopted October 13, 2020

Policy 33
Snow Operations Policy

There are no annual public works activities that have more uncontrollable factors and that have more impact on our community than winter snow and ice control operations. Most of those uncontrollable factors relate to weather, the amount of snowfall, the rate of snowfall, the duration of the storm, conditions (wind or mixed with rain) and the type of

snow (wet or dry). These factors impact the planning of resources and associated costs, including manpower, equipment and materials.

Hanover Township budgets sufficient funds for winter road maintenance operations. The Public Works Department services 60.76 miles of township roads. We also provide winter services on Pennsylvania Department of Transportation (Commonwealth) Roads, specifically Hanoverville Road, between Jacksonville Road and S.R. 0512.

We have developed a snow plan which coordinates as many as fifteen (15) drivers in specific areas of the Township. The Board of Supervisors also provides for the hiring of additional plows and/or plow operators in the event of a “major” snow and/or ice event.

Our priority policy for addressing road clearing is:

- Main and collector roads
- Emergency facilities; CRPD headquarters & HTVFC
- Developments
- Cul-de-sac bulb clearing & intersection cleaning
- Township owned property and sidewalks

Operations may deviate from the above priority list in the case of unforeseen emergency requirements such as ambulance, fire or medical emergencies. It is the policy of Hanover Township to clear all roads from “curb to curb” or “edge of street” in anticipation of future storms and provide safe traveling for the motoring public as well as safe access for emergency vehicles and personnel.

Heavier populated areas of the township present a problem for snow removal due to vehicle parking. Always remove your vehicle from the roadway park in your driveway or elsewhere even when a Snow Emergency and Parking Ban are not declared.

The Board of Supervisors has adopted the “right-of-way” policies of PennDOT and neighboring municipalities. The policy references the placement of trees, flower gardens, fences, mailboxes, posts, etc., along the roadway. The Township will not reimburse for any damages to items placed in its “right-of-way” caused by snow removal. It is not the intent of any employee of Hanover Township, or sub-contractor, to willfully cause damage to property. Our equipment does discharge snow in driveways during the course of snow plowing. This is not done with willful intent, but is a result of normal plowing operation and the moving of snow. We will not pick up the plow blade or align the angle differently if requested.

Hanover Township may find it necessary to declare a “Snow Emergency” when the **anticipated effects** of the weather dictate. When Hanover Township declares a “Snow Emergency” it is broadcast on WAEB – 790 AM, WFMZ – Channel 69, via the Hanover Township Email Alert System and other broadcast and social media outlets. **If the Township declares a “Snow Emergency” parking on all Township streets is prohibited and vehicles may be tagged (\$75 fine) or towed at the owner’s expense.** (§172-29 of the Codified Ordinance reads: Whenever a snow emergency has been declared it shall be unlawful for any vehicle to be abandoned or parked, on any public highway.)

Hanover Township is not responsible should these outlets not broadcast a message in a timely manner after notification. Please plan your activities accordingly with predicted or actual snowfall or icing events. Your assistance and patience will aid us in providing a reasonable level of service during the winter months.

Departure from Policy

The Township recognizes that conditions may be so unusual or unexpected that a departure from this general policy should be authorized. Therefore, when conditions warrant, the Township Manager, or in his absence, the Public Works Director, may order a departure from this policy when, in the opinion of the Township Manager and Public Works Director conditions require such action.

No Duty or Right Created

The purpose of this policy is to establish information for our residents, the business community and visitors to the Township of Hanover regarding snow and ice control. This is not construed to create any duty to any individual, person or entity. This policy does not provide any special protection or duty to any particular individual or groups of individuals. No additional rights shall be granted to any individual or entity by adoption and enforcement of this policy. This policy may be affected in total or in part due to equipment breakdown, weather conditions, inadequacy of equipment, state or federal regulations, shortage of personnel, and any other unforeseen, uncontrolled or unanticipated acts.

Helpful Snow Plowing and Shoveling Information

- 1) Our crews do not intentionally plow in the ends of your driveways. In most storms we make several passes to open up the street and come back later to clean “curb to curb” or to the “edge of the road.” If possible, please delay cleaning the end of your driveway until the Township Public Works Department has completely cleared your street.
- 2) When shoveling or plowing your driveways place the snow to the right as you face the road from your home. Our plows *usually* come from the left and any snow placed to the left of your driveway will be pushed across the front of your driveway as the plows pass.
- 3) Do not park on municipal roadways when snow is in the forecast. Cars left on the roadway force plows to maneuver around them, slowing down plowing operations and resulting in piles of snow being left in the roadway. Additionally, you assume all liability if one of our plows causes damage to your vehicle.

The Township has enacted certain ordinances which cover this matter. To follow are the applicable sections of the Township’s Codified Ordinance:

§172-26 In order to facilitate the movement of traffic and to combat the hazards of snow and ice on the snow emergency routes as designated by the municipality, the municipality, in its discretion, may declare a snow and ice emergency (designated as a snow emergency). Information on the existence of a snow emergency shall be given by the municipality through radio, newspaper or other available media, and information on the termination of the emergency may be

given by use of the same media. A declaration shall be effective immediately and shall not be dependent on the advertisement through the media.

§172-29 Whenever a snow emergency has been declared it shall be unlawful for any vehicle to be abandoned or parked, on any public highway.

§172-31 The owner of any vehicle found in violation of any sections of this Ordinance shall pay a fine of \$75 for each violation, if payment is received by the CRPD or the Code Enforcement Officer within five days of the date of the violation, unless a fine in a different amount is specifically set forth herein. If payment is received after five days but within 10 days of the date of the violation the fine shall be \$100 for each violation. If payment is not received within the ten-day period, the CRPD or Code Enforcement Officer shall file a citation with the District Justice and, upon conviction, the violator shall pay a fine of \$200 plus costs of prosecution.

- 4) Do not place snow on the roadways. Placement of snow from sidewalks, driveways and/or parking lots onto municipal roadways is prohibited by Township Ordinance and makes plowing and cleanup by the Public Works Department staff more difficult.

The Township has enacted certain ordinances which cover this matter. To follow are the applicable sections of the Township's Codified Ordinance:

§172-28 It shall be unlawful for the owner, occupant or tenant of any property to place, throw, dump, or pile any snow or ice removed from such property upon or into any sidewalk, curb, gutter, alley, highway, or to permit or cause the same to be done by any other person or persons, partnership, firm or corporation. It is hereby declared that removal and disposal of snow and ice from such property is neither directly nor indirectly a function or responsibility of the municipality, and that, if the owner, occupant or tenant of any property shall desire or require that such snow and or ice be removed from such property, it shall be the sole responsibility of such owner, occupant or tenant, as the case may be, to remove the same and to transport it to a place of disposal other than a sidewalk, curb, gutter, alley or highway.

- 5) Township Ordinance requires that homeowners and commercial establishments clear their sidewalks of snow and ice within **forty-eight (48) hours** after the completion of the Township's snow removal operations.

The Township has enacted certain ordinances which cover this matter. To follow are the applicable sections of the Township's Codified Ordinance:

§155 14 C Where curbs and/or sidewalks have been constructed pursuant to any of the regulations provided herein, the abutting property owner shall be responsible for:

C. Clearing sidewalk of snow and ice as hereinafter provided:

(1) Within 36 hours of the termination of any fall of snow or accumulation of ice, a path must be cleared through a sidewalk allowing pedestrians to safely pass;

(2) Within 48 hours of the termination of the Township's snow removal operations, the entire width and length of the sidewalk must be cleared; and

(3) If the fall of snow exceeds six inches, or the natural accumulation of ice exceeds one inch, the Township Manager may, by public announcement or other appropriate notice to residents of the Township, set such longer period as may be appropriate for the clearing of said snow.

- 6) If there is a fire hydrant on your property please uncover it so emergency services personnel will be able to access them in an emergency.

Adopted October 13, 2020

Policy 34
Waste & Recycling Billings and Collections

In accordance with Ordinance No. 08-05 to set billing policies and procedures for Residential Waste and Recycling Fees as follows:

- 1.) Bills will be mailed by First Class U.S.P.S. on/or before February 15th of each calendar year.
- 2.) The Bills will include a Discount Period ending March 15th, which can be adjusted to the following Monday if the 15th occurs on a Saturday or Sunday. Payments must be postmarked on/or before the due date.
- 3.) All bills not paid on/or before April 15th will be subject to a late fee to be set by the Board of Supervisors.
- 4.) All fees will be due by May 1st, which can be adjusted to the following Monday if the 1st occurs on a Saturday or Sunday. Payments must be postmarked on/or before the 1st.
- 5.) All fees and costs associated with the collection of improper and past due fees (i.e. certified mail, postage, etc.) will be the responsibility of the account holder.
- 6.) Reminder Postcard #1 by May 7th.
- 7.) Reminder Postcard #2 by July 7th.
- 8.) Accounts that had a lien filed the previous year will automatically be lienied if current fees are not paid on June 1st.
- 9.) Accounts with an outstanding balance, other than those lienied will be turned over to an outside collection agency on or after August 1st, but no later than August 15th.
- 10.) Accounts not collected by the outside collection agency will be turned over to the Solicitor's Office for collection and liening
- 11.) Uncollected accounts will have a lien filed at the county's Prothonatory's office approximately February 1st of each year.

Adopted October 13, 2020

Policy 35
Petty Cash – Municipal Office

It is the policy of the Board of Supervisors that Petty Cash accounts for the following purposes are established at the Municipal Offices:

General Petty Cash: \$100.00

Waste & Recycling: \$200.00

Sewer \$50.00

The custodian of all Petty Cash accounts shall be the Treasurer. The General Petty Cash Fund shall be used to reimburse Township Staff for purchases made on behalf of the Township up to a **maximum** of \$20.00. All disbursements from the Petty Cash accounts require the appropriate documentation, approval and receipts.

Checks for replenishment shall be made payable to the Petty Cash Custodian and the funds shall be placed in a locked box, draw or file cabinet.

Adopted October 13, 2020

Policy 36
Petty Cash – Community Center

It is the policy of the Board of Supervisors that Petty Cash accounts for the following purposes are established at the Community Center:

General Petty Cash: \$100.00

Children's Services \$80.00

The custodian of all Petty Cash accounts shall be the Treasurer. The General Petty Cash Fund shall be used to reimburse Community Center Staff for purchases made on behalf of the Community Center up to a **maximum** of \$20.00. The Preschool Petty Cash Fund shall be used to reimburse Children's Services Staff for purchases made on behalf of the Township specifically for Children's Services up to a **maximum** of \$20.00. All disbursements from the Petty Cash accounts require the appropriate documentation, approval and receipts.

Checks for replenishment shall be made payable to the Petty Cash Custodian and the funds shall be placed in a locked box, draw or file cabinet.

Adopted October 13, 2020

Policy 37
Vehicle Expense Reimbursement Policy

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 \$5.00 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).

Adopted October 13, 2020

Policy 38

Sign Inventory, Assessment and Management Program for Retroreflectivity

It shall be a policy of the Board of Supervisors that Sign Retroreflectivity shall be managed per The Manual on Uniform Traffic Control Devices (MUTCD) standards, as most recently revised, as follows:

- Visual nighttime inspection of signs and

- Replacing signs at the end of their expected life.

When a sign is installed a sticker will be placed on the back of the sign with date of installation and future dates of inspections.

A spreadsheet will be created and maintained of specific sign information (i.e. when sign was purchased, installed, inspected, location of sign, type of sign, etc.).

Adopted October 13, 2020