

**BOARD OF SUPERVISORS**  
**Zoning & Code Enforcement**  
*Hanover Township Northampton County*  
3630 Jacksonville Road  
Bethlehem, Pennsylvania 18017-9302  
610.866.1140  
Fax 610.758.9116

John J. Finnigan, Jr., Township Manager  
Yvonne D. Kutz, Zoning Officer – B.C.O.

June 22, 2023

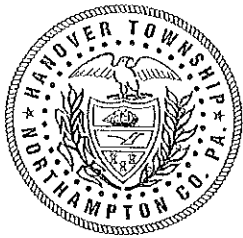
To: Board of Supervisors  
John J. Finnigan, Jr  
Christina Thomas  
Barbara Baldo  
Joseph Moeser  
Brian Dillman  
Ted Lewis, Esquire  
Jim Broughal, Esquire  
Brien Kocher, HEA

RE: Zoning Petition: 23ZHB06  
Applicant: Stephen Mohan  
Property location: 4451 Susan Dr  
Zoning District: R1-S, Residential Suburban Zoning District

Enclosed is a copy of the application received June 20, 2023, from Stephen Mohan relief from ordinance, to install a fence in the front yard setback.

Next scheduled meeting is at 7:00 PM Thursday, July 27, 2023. Notice of Hearing to follow.

*Yvonne D. Kutz*



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June 22, 2023

To: Board of Supervisors  
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Barbara Baldo  
Joseph Moeser  
Brian Dillman  
Ted Lewis, Esquire  
Jim Broughal, Esquire  
Brien Kocher, HEA

RE: Zoning Petition: 23ZHB07  
Applicant: George & Elizabeth Mowrer  
Property location: 1224 Alyssa Pl  
Zoning District: R1-S, Residential Suburban Zoning District

Enclosed is a copy of the application received June 21, 2023, from George & Elizabeth Mowrer relief from ordinance and prior Zoning Hearing Board Decision of the DeWire Estates Subdivision for the Woodlands and lot coverage.

Next scheduled meeting is at 7:00 PM Thursday, July 27, 2023. Notice of Hearing to follow.

*Yvonne D. Kutz*

**HANOVER TOWNSHIP  
NORTHAMPTON COUNTY**

**Resolution 2023 – 22**

**WHEREAS**, the Board of Supervisors establishes compensation for the Assistant Recreation Director.

**THEREFORE, BE IT RESOLVED AND IT IS HEREBY RESOLVED** on this day that compensation for the Assistant Recreation Director is established at \$52,000 (\$2,000.00 bi-weekly) per year, payable from the Recreation Fund of the Township. Position is salaried for forty hours per week and 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Any resolution or part of this resolution conflicting with any other resolution shall be and the same is hereby repealed insofar as the same affects this resolution.

RESOLVED AND ENACTED this 27<sup>th</sup> day of June 2023.

**BOARD OF SUPERVISORS  
Hanover Township,  
Northampton County**

**ATTEST:**

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**Christina M. Thomas, Secretary  
Board of Supervisors**

---

**John D. Nagle, Vice Chairman  
Board of Supervisors**

# Hanover Township

TAXPAYERS

## Board of Supervisors

John N. Diacogiannis  
Barry Check  
Susan A. Lawless, Esq.  
John D. Nagle  
Michael J. Prendeville

Kimberly Lymanstall  
Administrative Assistant

John J. Finnigan, Jr.  
Township Manager

Beth A. Bucko  
Township Treasurer

Christina M. Thomas  
Township Secretary

Susan M. Check  
Receptionist

Sierra Franco  
Office Support Assistant

Martin M. Limpar  
Public Works Director

Yvonne D. Kutz  
Zoning Officer/Building Code Official

Tracy L. Luisser  
Building Code Official/  
Zoning Assistant

OPEN  
Code Enforcement Officer

Dante Terenzio  
Recreation Director

Kendell Lowe  
Assistant Recreation Director

Lisa Outcalt  
Preschool Director

Jason Billiard  
Duane B. Breidenbach  
Jeremy R. Bucko  
James J. Finnigan  
Paul B. Hoffman  
Eric M. Knopp  
Tanner Melinsky  
Erik J. Omdalen  
Joshua L. Peters  
Joshua R. Stettler  
Joseph A. Rizk, Jr.  
Andrew P. Salvesen  
James P. Skinner  
Wade A. Robinson  
Road Crew

## 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



AIA®

## Document G701™ – 2017

## Change Order

<b>PROJECT:</b> (name and address) Hanover Township Municipal Pool 3650 Jacksonville Road Bethlehem, PA 18017	<b>CONTRACT INFORMATION:</b> Contract For: Hanover Twp. Mun. Pool Date: December 22, 2023	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 005 Date: 5-25-23
<b>OWNER:</b> (name and address) Hanover Township 3650 Jacksonville Road Bethlehem, PA 18017	<b>ARCHITECT:</b> (name and address) BKP Architects 1525 Locust Street, 5th Flr. Philadelphia, PA 19102	<b>CONTRACTOR:</b> (name and address) Heim Construction Co. 44 Pheasant Run Road Orwigsburg, PA 17961

## THE CONTRACT IS CHANGED AS FOLLOWS:



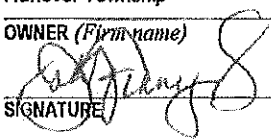
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Added cost for installation of low mobility grouting as agreed upon in the Memorandum of Understanding executed between Hanover Township and Heim Construction (attached). Detailed itemization of material installed, minus agreed upon deduct attached.

The original (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) was	\$	\$6,746,325.00
The net change by previously authorized Change Orders	\$	\$74,898.96
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) prior to this Change Order was	\$	\$6,820,223.96
The (Contract Sum) ( <del>Guaranteed Maximum Price</del> ) will be (increased) ( <del>decreased</del> ) ( <del>unchanged</del> ) by this Change Order in the amount of	\$	\$291,284.31
The new (Contract Sum) ( <del>Guaranteed Maximum Price</del> ), including this Change Order, will be	\$	\$7,111,508.27
The Contract Time will be (increased) ( <del>decreased</del> ) ( <del>unchanged</del> ) by	( )	days.
The new date of Substantial Completion will be		November 23, 2023

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

## NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

BKP Architects	Heim Construction Co.	Hanover Township
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
		
SIGNATURE	SIGNATURE	SIGNATURE
Joseph Powell, AIA LEED AP, Principal	Michael Wright, VP Operations	John J. Finnigan, Township Manager
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
5-25-23	5-31-2023	05.31.2023
DATE	DATE	DATE



# Document G714™ – 2017

## Construction Change Directive

**PROJECT:** (name and address)  
Hanover Township Municipal Pool  
3650 Jacksonville Road Bethlehem,  
PA 18017

**CONTRACT INFORMATION:**  
Contract For: Hanover Twp. Mun. Pool  
Date: December 22, 2022

**CCD INFORMATION:**  
Directive Number: rev 002  
Date: June 14, 2023

**OWNER:** (name and address)  
Hanover Township  
3650 Jacksonville Road  
Bethlehem, PA 18017

**ARCHITECT:** (name and address)  
BKP Architects  
1626 Locust Street, 6th Flr.  
Philadelphia, PA 19102

**CONTRACTOR:** (name and address)  
Helm Construction Co.  
44 Pheasant Run Road  
Orwigsburg, PA 17961

The Contractor is hereby directed to make the following change(s) in this Contract:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits.)

The northeast area of the site under the pump house, check-in building, and snack bar/lifeguard room has topsoil in depths between three and five feet greater than expected. Helm Construction has been directed to proceed as follows:

- remove excess topsoil from areas identified in blue on the attached sketch, file labeled Hanover Pool Site Plan Topsoil Option 3, prepared by Colliers Engineering and Design; topsoil to be stockpiled on-site for removal by the Township to their off site storage area

- Import, place and compact fill in areas where topsoil has been removed to prepare building subgrade

### PROPOSED ADJUSTMENTS

1. The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price:

☐ Lump Sum (increase) (decrease) of \$

☐ Unit Price of \$ per

☐ Cost, as defined below, plus the following fee:

(Insert a definition of, or method for determining, cost)


☐ As follows: Time and Materials, per the conditions of Section 012600-1.5 of the Project Manual and Paragraph 7.3.4.1-.5 of AIA A201-2017 General Conditions of the Contract for Construction.

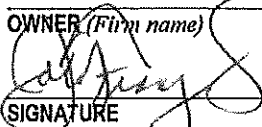
2. The Contract Time is proposed to ~~(be adjusted)~~ (remain unchanged). The proposed adjustment, if any, is (an increase of days) (a decrease of days).


**NOTE:** The Owner, Architect and Contractor should execute a Change Order to supersede this Construction Change Directive to the extent they agree upon adjustments to the Contract Sum, Contract Time, or Guaranteed Maximum price for the change(s) described herein.

When signed by the Owner and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

Contractor signature indicates agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this CCD.

BKP Architects  
\_\_\_\_\_  
**ARCHITECT** (Firm name)  
  
\_\_\_\_\_  
**SIGNATURE**  
Joseph Powell, AIA LEED AP, Principal  
\_\_\_\_\_  
**PRINTED NAME AND TITLE**  
6-14-23  
\_\_\_\_\_  
**DATE**

Hanover Township  
\_\_\_\_\_  
**OWNER** (Firm name)  
  
\_\_\_\_\_  
**SIGNATURE**  
John J. Finnigan, Township Manager  
\_\_\_\_\_  
**PRINTED NAME AND TITLE**  
6/14/2023  
\_\_\_\_\_  
**DATE**

Helm Construction  
\_\_\_\_\_  
**CONTRACTOR** (Firm name)  
  
\_\_\_\_\_  
**SIGNATURE**  
Michael Wright, VP Operations  
\_\_\_\_\_  
**PRINTED NAME AND TITLE**  
6/15/23  
\_\_\_\_\_  
**DATE**

ORDINANCE NO. 23- 1

AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF HANOVER, COUNTY OF NORTHAMPTON, COMMONWEALTH OF PENNSYLVANIA AMENDING THE TOWNSHIP OF HANOVER CODE OF CODIFIED ORDINANCES, CHAPTER 44 ANIMALS; ADD A NEW ARTICLE III CONTROL OF HORSES TO PROVIDE REGULATIONS FOR CERTAIN EQUINE RELATED ACTIVITIES WITHIN THE TOWNSHIP TO ITS ORDINANCE AND REPEAL ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT HEREWITH.

*WHEREAS*, the Board of Supervisors of the Township of Hanover, Northampton County, Pennsylvania have enacted, by Ordinance, regulations dealing, in part with Animals, which Ordinance has been amended from time to time; and

*WHEREAS*, the Board of Supervisors of the Township of Hanover, Northampton County, Pennsylvania has determined that it would be in the best interest of the Township of Hanover to amend its Ordinance to provide regulations for certain equine related activities for the health, safety, and welfare of its residents.

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED**, by the Board of Supervisors of Hanover Township, Northampton County, Pennsylvania as follows:

**SECTION 1.** The Board, under the powers vested in them by the "Second Class Township Code" and the "Pennsylvania Municipalities Planning Code," as amended, as well as other laws of the Commonwealth of Pennsylvania, do hereby ordain and enact the following amendment to the Code of Codified Ordinances of the Township of Hanover, as amended.

**SECTION 2.** Chapter 44 Animals is amended to add the following:

**“Article III Control of Horses**

**§44-24 Definitions.**

For the purpose of this article, the following terms shall have the following meanings unless otherwise indicated:

**HORSE**

Both male and female horses.

**MANURE BAG**

A device designed to attach to the rear end of the horse to catch manure to prevent dropping and accumulating onto roadways.

**ORDINANCE ENFORCEMENT OFFICER**

The Code Enforcement Officer of Hanover Township, Northampton County, Pennsylvania, or an officer of the Colonial Regional Police Department who shall be authorized and directed to enforce this article.

**RIDER**

Any person having lawful possession of a horse while riding said animal on, or by virtue of willfully and voluntarily taking control of the horse in some other manner, with or without a carriage, while the animal is on a roadway within limits of the Township of Hanover, Northampton County, Pennsylvania.

**TOWNSHIP**

Hanover Township, Northampton County, Pennsylvania

**§ 44-25 Nuisances prohibited**

A. On or after the effective date of this article, it shall be unlawful for any Rider of a Horse, with or without a carriage, on a Township roadway, street or throughfare to be ridden or walked without a Manure Bag affixed to the animal for the purposes of catching manure.



**§ 44-26 Interference with Enforcement Officer.**

A. Interference with an Ordinance Enforcement Officer in the enforcement of this article shall constitute a violation of the same.

**§ 44-28 Violations and penalties.**

Any person who violates or permits a violation of this article shall, upon conviction in a summary proceeding brought before a District Justice under the Pennsylvania Rules of Criminal Procedure, be guilty of a summary offense and shall be punishable by a fine of not less than \$100 nor more than \$1,000, plus costs of prosecution. In default of payment thereof, the defendant may be sentenced to imprisonment for a term not exceeding 90 days. Each day or portion thereof that such violation continues or is permitted to continue shall constitute a separate offense, and each section of this article that is violated shall also constitute a separate offense.”

**SECTION 3.** All Ordinances and parts of Ordinances inconsistent herewith are hereby repealed.

**SECTION 4.** The provisions of this Ordinance shall be severable and if any provision thereof shall be declared unconstitutional, illegal or invalid, such decision shall not affect the validity of any of the remaining provisions of this Ordinance. It is hereby declared as a legislative intent of the Township that this Ordinance would have been enacted had such unconstitutional, illegal or invalid provision(s) not been included herein.

**SECTION 5.** This Ordinance shall become effective within five (5) days of enactment.

**ENACTED AND ORDAINED** at a regular meeting of the Board of Supervisors of the Township of Hanover, County of Northampton on this \_\_\_\_ day of \_\_\_\_\_, 2023.

**ATTEST:**

**BOARD OF SUPERVISORS,  
HANOVER TOWNSHIP,  
NORTHAMPTON COUNTY,  
PENNSYLVANIA**

By: \_\_\_\_\_  
**CHRISTINA THOMAS, Secretary**

By: \_\_\_\_\_  
**JOHN N. DIACOGIANNIS, Chairman**

ORDINANCE NO. 23- 2

AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF HANOVER, COUNTY OF NORTHAMPTON, COMMONWEALTH OF PENNSYLVANIA AMENDING THE TOWNSHIP OF HANOVER CODE OF CODIFIED ORDINANCES, CHAPTER 163 TAXATION; ARTICLE IX INCENTIVES FOR TOWNSHIP VOLUNTEERS OF FIRE COMPANIES TO ADD REAL PROPERTY TAX CREDIT PROVISIONS TO ITS ORDINANCE AND REPEALS ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT HERewith.

*WHEREAS*, the Board of Supervisors of Hanover Township, Northampton County, Pennsylvania (the "Board"), adopted Ordinance No 17-11 on December 19, 2017, to implement the provisions of Act 172 of 2016, Incentives for Municipal Volunteers of Fire Companies;

*WHEREAS*, the Board seeks to add Real Property Tax Credit provisions to its ordinance, Chapter 163 Taxation; Article IX Incentives for Township Volunteers of Fire Companies;

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED**, by the Board of Supervisors of Hanover Township, Northampton County, Pennsylvania as follows:

**SECTION 1.** The Board, under the powers vested in them by the "Second Class Township Code" and the "Pennsylvania Municipalities Planning Code," as amended, as well as other laws of the Commonwealth of Pennsylvania, including Act 172 of 2016, do hereby ordain and enact the following amendment to the Code of Codified Ordinances of the Township of Hanover, as amended.

**SECTION 2.** Chapter 163 Taxation; Article IX Incentives for Township Volunteers of Fire Companies; §163-80 Definitions is amended to add the following:

**"QUALIFIED REAL PROPERTY**

A residential real property owned and occupied as the domicile of an Active Volunteer.”

**SECTION 3.** Chapter 163 Taxation; Article IX Incentives for Township

Volunteers of Fire Companies; §163-81 Volunteer Service Credit Program is deleted in its entirety and replaced as follows:

**“§163.81. VOLUNTEER SERVICE CREDIT PROGRAM**

- A. **Establishment.** The Township hereby establishes a Volunteer Service Credit Program (the “Program”). The goal of the Program is to encourage membership and service in the Volunteer Fire Company as set forth in **§163-81.C.** of this Article.
- B. **Program Criteria.** The Board of Supervisors of the Township shall establish, by Resolution, the annual criteria that must be met to qualify for credits under the Program based on the following:
- (1) The number of Emergency Response Calls to which a Volunteer responds;
  - (2) The level of training and participation in formal training and drills for a Volunteer;
  - (3) The total amount of time expended by a Volunteer on administrative and other support services, including but not limited to:
    - (i) fundraising;
    - (ii) providing facility or equipment maintenance; and
    - (iii) financial bookkeeping.
  - (4) The involvement in other events or projects that aid the financial viability, emergency response or operational readiness of a Volunteer Fire Company; and
  - (5) The total number of years the Volunteer has served.
- C. **Eligible Entities.** The Volunteer Service Credit Program is available to residents of the Township who are Volunteers of the **Hanover Township Volunteer Fire Company #1 of Northampton County (the “Volunteer Fire Company”).**
- D. **Eligibility Period.** A Volunteer must meet the minimum criteria, set by Resolution under this Section, during the eligibility period to qualify for the tax credits established under **§§163-82 and 163-83.**

- (1) For 2023, the eligibility period under the Volunteer Service Credit Program shall run from the effective date of Ordinance No. 23-\_\_ until December 31, 2023; and
- (2) For each subsequent year thereafter, the eligibility period shall run from January 1<sup>st</sup> until December 31<sup>st</sup>.

- E. **Recordkeeping.** The chief of the Volunteer Fire Company shall keep specific records of each Volunteer's activities in a service log to establish credits under the Volunteer Service Credit Program. Service logs shall be subject to review by the Board of Supervisors of the Township, the State Fire Commissioners and the State Auditor General. The chief, or supervisor, shall annually transmit to the Township a notarized eligibility list of all Volunteers that have met the minimum criteria for the Volunteer Service Credit Program. The notarized eligibility list shall be transmitted to the Township no later than forty-five (45) days prior to the date the tax notices are sent each year. The chief or supervisor shall post the notarized eligibility list in an accessible area of the Volunteer Fire Company's facilities.
- F. **Application.** Volunteers that have met the minimum criteria of the Volunteer Service Credit Program shall sign and submit an application for certification to their chief or supervisor. The chief or supervisors shall sign the application if the Volunteer has met the minimum criteria of the Volunteer Service Credit Program, and forward it to the Township Manager of the Township. Applications shall not be accepted by the Township after April 1<sup>st</sup> of each year.
- G. **Municipal Review.** The Township Manager of the Township shall review the application for credit under the Volunteer Service Credit Program and shall cross reference them with the notarized eligibility list. The Board of Supervisors of the Township shall approve all applicants that are on the notarized eligibility list. All applicants approved by the Board of Supervisors of the Township shall be issued a tax credit certificate by the Township Manager of the Township.
- H. **Official Tax Credit Register.** The Township shall keep an official Tax Credit Register of all Active Volunteers that were issued tax credit certificates. The Township Manager shall issue updates, as needed, of the official Tax Credit Register to the following:
- (1) Board of Supervisors of the Township;
  - (2) Chief of the Volunteer Fire Company; and
  - (3) Tax Collector for the Township.

**I. Injured Volunteers.**

- (1) An Active Volunteer that is injured during an emergency response call may be eligible for future tax credits. The injury must have occurred while responding to, participating in, or returning from an emergency response call with the entity listed under **§163-81.C**.
- (2) An injured Active Volunteer shall provide documentation from a licensed physician with the application required under **§163-81.F.**, along with updated documentation from a licensed physician stating that the injury still exists and prevents them from qualifying as an Active Volunteer. The injured Active Volunteer shall again be deemed an Active Volunteer for that tax year. An injured Active Volunteer shall only be deemed an Active Volunteer for a maximum of five (5) consecutive tax years.
- (3) An injured Active Volunteer shall annually submit the application required under **§163-81.F.**, along with updated documentation from a licensed physician stating that the injury still exists and prevents them from qualifying as an Active Volunteer. The injured Active Volunteer shall again be deemed an Active Volunteer for that tax year. An injured Active Volunteer shall only be deemed an Active Volunteer for a maximum of five (5) consecutive tax years.”

**SECTION 4.** Chapter 163 Taxation; Article IX Incentives for Township

Volunteers of Fire Companies; §163-82 Earned Income Tax Credit; Subsection C Rejection of Tax Credit Claim; Parenthetical 2 is deleted in its entirety and replaced as follows:

“(2) If the Tax Collector for the Township rejects the claim, the taxpayer shall be notified in writing of the decision. The notice shall include the reasons for the rejection and provide the method of appealing the decision pursuant to **§163-84.A.** of this article.”

**SECTION 5.** Chapter 163 Taxation; Article IX Incentives for Township

Volunteers of Fire Companies; §163-83 Appeals is deleted in its entirety and replaced as follows:

**“§163-83. REAL PROPERTY TAX CREDIT**

**A. Tax Credit.** Each Active Volunteer who has been certified under the Township Volunteer Service Credit Program shall be eligible to receive a real property tax credit of \_\_\_\_\_% of the Township tax liability on qualified real property (the “Tax Credit”). If the tax is paid in the penalty period, the tax credit shall only apply to the base tax year liability.

## **B. Claim.**

(1) An Active Volunteer with a Tax Credit certificate may file a claim for the Tax Credit on their qualified real property tax liability for the Township's real estate tax levy. The Tax Credit shall be administered as a refund by the Township treasurer. An Active Volunteer shall file the following with the Township Manager

(a) A true and correct receipt from the Township real estate tax collector of the paid township real property taxes for the tax year which the claim is being filed.

(b) The Tax credit Certificate.

(c) Photo identification.

(d) Documentation that the tax paid was for qualified real property as defined in this ordinance.

(2) If the Active Volunteer provides all documents required under this subsection, the Township treasurer shall issue the tax refund to the active volunteer.

## **C. Rejection of the Tax Credit Claim.**

(1) The Township Manager shall reject the claim for a township real property Tax Credit if the taxpayer fails to provide the documents required under subsection (B)(1).

(2) If the Township Manager rejects the claim, the taxpayer shall be notified in writing of the decision. The notice shall include the reasons for the rejection and provide the method of appealing the decision pursuant to **§163-84.B.**

(3) Taxpayers shall have 30 days to appeal the decision of the Township Secretary.

## **§163-84. APPEALS.**

### **A. Earned Income Tax Credit Appeals.**

(1) Any taxpayer aggrieved by a decision under **§163-82.C.** of this Ordinance shall have a right to appeal said decision.

(2) A taxpayer shall have thirty (30) days to appeal a decision or rejection of claim.

(3) All appeals of decisions under **§163-82.C.** of this Ordinance shall follow the provisions of the Act of May 5, 1998, P.L. 301, No. 50, known as the Local Taxpayers Bill of Rights and as set forth in Ordinance 17-10 of the Township.

**B. Real Property Tax Credit Appeals.**

(1) Any taxpayer aggrieved by a decision under **§163-83.C.** shall have a right to appeal said decision.

(2) A taxpayer shall have 30 days to appeal a decision or rejection of claim.

(3) All appeals under **§163-83.C.** shall follow the provisions of 2 Pa.C.S. Chapter 5, Subchapter B (relating to practice and procedure of local agencies), and 2 Pa.C.S. Chapter 7, Subchapter B (relating to judicial review of local agency action), also known as the "Local Agency Law."

**SECTION 6.** All Ordinances and parts of Ordinances inconsistent herewith are hereby repealed

**SECTION 7.** The provisions of this Ordinance shall be severable and if any provision thereof shall be declared unconstitutional, illegal or invalid, such decision shall not affect the validity of any of the remaining provisions of this Ordinance. It is hereby declared as a legislative intent of the Township that this Ordinance would have been enacted had such unconstitutional, illegal or invalid provision(s) not been included herein.

**SECTION 8.** This Ordinance shall become effective within five (5) days of enactment.

**ENACTED AND ORDAINED** at a regular meeting of the Board of Supervisors of the Township of Hanover, County of Northampton on this \_\_\_\_ day of \_\_\_\_\_, 2023.

**ATTEST:**

**BOARD OF SUPERVISORS,  
HANOVER TOWNSHIP,  
NORTHAMPTON COUNTY,  
PENNSYLVANIA**

By: \_\_\_\_\_  
**CHRISTINA THOMAS, Secretary**

By: \_\_\_\_\_  
**JOHN N. DIACOGIANNIS, Chairman**





## VEHICLE USE AGREEMENT

***THIS VEHICLE USE AGREEMENT*** is made and entered into this 27<sup>th</sup> day of June 2023, by and between ***HANOVER TOWNSHIP, NORTHAMPTON COUNTY, PENNSYLVANIA***, a second-class township of the Commonwealth of Pennsylvania, with an address of 3630 Jacksonville Road, Bethlehem, Pennsylvania 18017, hereinafter called "Township" and the ***COLONIAL REGIONAL POLICE COMMISSION***, a municipal police department with an address of 248 Brodhead Road, Suite1, Bethlehem, Pennsylvania 18017, hereinafter called "CRPC".

***WHEREAS***, Township is the title owner of vehicles identified on a list attached hereto and marked ***Exhibit "A"*** (the "Vehicles"); and

***WHEREAS***, CRPC is the police department which serves the Township and desires to utilize the Vehicles; and

***WHEREAS***, The Township and the CRPC desire to set forth the terms under which the CRPC will be able to utilize the Vehicles.

***NOW, THEREFORE***, in consideration of their mutual promises, each to the other, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and intending to be legally bound, it is agreed as follows:

1. Recitals. The foregoing recitals are incorporated herein as a material part of this Agreement.

2. General Provisions.

A. Township hereby grants an exclusive license to the CRPC to utilize the Vehicles under the following terms and conditions:

(1) The Vehicles shall be used exclusively for the official police business of the CRPC;

(2) The CRPC shall provide collision and comprehensive liability insurance for the Vehicles naming the Township as an additional insured on all policies of insurance;

(3) The CRPC shall properly maintain and service the Vehicles at all times; provided however, that the Township shall be responsible for the ultimate disposal of the Vehicles.

B. This exclusive license shall have an initial term of five (5) years ("Initial Term") and shall automatically renew for successive periods of one (1) year (the "Extended Term(s)") unless either party notifies the other, in writing, at least sixty (60) days prior to the end of the then Initial Term or Extended Term(s).

C. CRPC agrees to indemnify and hold harmless the Township against any claims, actions, judgments or losses due to the CRPC use of the Vehicles pursuant to the terms of this Agreement.

3. Miscellaneous.

A. Binding on Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the parties, their respective heirs, executors, administrators, successors and assigns.

B. Choice of Law. This Agreement shall be governed and construed pursuant to Pennsylvania law without regard to conflicts of law principles. Jurisdiction of any dispute hereunder shall lie in Northampton County Court of Common Pleas.

C. Captions and Headings. The captions and headings herein are for convenience and reference only and have no legal force.

D. Severability. If any provision of this Agreement is held to be ineffective, unenforceable or illegal for any reason, any or all of the remaining provisions hereof shall remain in full force and effect.

E. Amendment. This Agreement may be amended or modified only by a writing signed by the parties.

F. Construction. This Agreement shall be construed and interpreted without regard to incidents of authorship or negotiation.

G. Entire Agreement. This Agreement constitutes the entire agreement of the parties with respect to the subject matter contained herein and supersedes all prior representations, proposals, discussions and communications, whether oral or in writing.

***IN WITNESS WHEREOF,*** the parties have signed this Agreement by their duly authorized officers or agents on the date specified above.

**ATTEST:**

**HANOVER TOWNSHIP,  
NORTHAMPTON COUNTY, PENNSYLVANIA**

**By: \_\_\_\_\_**  
**Christina M. Thomas, Secretary**

**By: \_\_\_\_\_**  
**John D. Nagle, Vice Chairman**  
**Board of Supervisors**

**WITNESS:**

**COLONIAL REGIONAL POLICE  
COMMISSION**

**By: \_\_\_\_\_**  
**Gail L. Heffner, Secretary**

**By: \_\_\_\_\_**  
**John N. Diacogiannis, Chairman**

**EXHIBIT "A"**

<u>Year</u>	<u>Make</u>	<u>VIN #</u>
2023	Ford Police Interceptor Utility	1FM5K8AB8PGB12234

**HANOVER TOWNSHIP  
NORTHAMPTON COUNTY**

**Resolution 23 - 23**

WHEREAS, The Township of Hanover assesses and collects various fees and charges that are either provided for in the Municipalities Planning Code, Second Class Township Code, Codified Ordinances of the Township of Hanover, or passed by Resolution of the Board of Supervisors; and

WHEREAS, the Township of Hanover Board of Supervisors, in keeping with good practices, periodically reviews the schedule of fees and makes appropriate revisions.

NOW, THEREFORE, BE IT RESOLVED, let it be resolved and enacted that the schedule of fees are established as contained herein and that this Resolution shall establish the schedule of fees for Hanover Township effective July 1, 2023 attached and incorporated hereto as "Exhibit A" as the official Fee Schedule for the Township of Hanover.

FURTHER RESOLVED, that the issuance of the various permits covered by this Resolution are necessary to ensure that the entity or individual required to obtain the permits complies with all building codes adopted by the Township in order to ensure safety of all proposed projects and the safety of the permittee and its contractors and to support property values and protect Township resources and property, and that in the absence of a validly issued permit and where work is in progress or completed, the applicable fees shall be twice the listed amount.

That any resolution, or part of resolution, inconsistent herewith and the same be and is hereby repealed.

**IN TESTIMONY WHEREOF**, the undersigned TOWNSHIP has caused this Resolution to be signed by a duly authorized officer and its corporate seal, duly attested by the Board Secretary, to be hereunto affixed this 27<sup>th</sup> day of June 2023.

ATTEST

**BOARD OF SUPERVISORS  
Hanover Township,  
Northampton County**

By: \_\_\_\_\_  
Christina M. Thomas, Secretary  
Board of Supervisors

By: \_\_\_\_\_  
John D. Nagle, Vice Chairman  
Board of Supervisors

# HANOVER TOWNSHIP FEE SCHEDULE

## Effective July 1, 2023

Description	Fee
Assessed fee per the Commonwealth of Pennsylvania (subject to change without notice)	4.50 per each UCC Permit
Plan Review Fee Deposit (Residential)	75.00
Plan Review Fee Deposit (Non-Residential) non-refundable	600.00 complete submission 175.00 each subsequent individual submission
<b>Building Permit* New structures/dwellings, additions including sunrooms, patio enclosures, finished basements, interior and exterior alterations, structures, decks, including accessory building, and garages</b>	
RESIDENTIAL - New dwellings	0.28 per sq ft
• Interior/Exterior Renovations, Repairs Alterations (Structural Alteration with no additional area added)	200.00 first 500 sq ft, Plus 0.25 each additional sq ft
Decks, Patios (with frost footers)	325.00
Decks, Patios with Roof	400.00
Enclosed Additions – Conditioned Spaces	625.00
COMMERCIAL and NON-RESIDENTIAL NEW STRUCTURES	1200.00 first 10,000 sq ft 0.40 each additional sq ft
• Additions interior and exterior alterations, including tenant fit outs	350.00 up to \$4,999.00 of cost plus 23.00 each additional \$1,000
Demolition Permit & Underground Storage Tank Removal	100.00
Cell Towers	500.00
<b>Mechanical, Electrical, Sprinkler, Hood &amp; Suppression and Alarm Permits (Non-Residential Based on cost of construction per subcode or discipline)</b>	
• Residential –	125.00 each
• Residential - for New Construction or Additions (Electrical)	225.00
• Up to \$3,499.99	125.00
• \$3,500.00 to up to \$4999.99	155.00
• \$5,000.00 to \$7,499.99	200.00
• \$7,500 to 10,000	225.00
• Over \$10,000	225.00 plus \$15.00 per \$1,000.00
Alarm Registration (required for new or existing or when transferred)	20.00
<b>Plumbing Permit*</b>	
Residential: Alterations or Repairs	125.00
New Buildings and Additions	325.00
Non-Residential – Interior alteration plus fixtures & cleanouts	500.00
New Building Construction and Building Additions plus fixtures.	3000.00
Building Additions	1500.00
Master Plumber s License	50.00
<b>Use &amp; Occupancy Permit – Certificate of Occupancy</b>	
New Construction; Alterations; Renovations (all uses)	20.00
Residential Resale and Inspection	75.00 (one Inspection) 75.00 each reinspection
Residential Rental Property – Registration and Inspection	100.00 per unit (one inspection) 75.00 each reinspection
Residential (Re-Inspection Fee – all permit types)	75.00 per unit
Commercial – Resale	200.00 under 10,000 sf 375.00 over 10,000 sf
Commercial Change of Use/Change of Occupancy (Zoning Approval Required)	200.00
Commercial Re-inspection, all non-residential permit types	175.00 - Commercial

<b>Swimming Pool and Spa Permit</b>	
Above-ground – (new or re-installed, including inflatable pools) includes electrical	400.00
In-ground – Grading Plan Required (includes electrical) separate and fence permit required)	575.00
Hot Tub or Spa, Sauna (separate electrical permit required)	400.00
<b>Yard Sale Permit – One sign permitted on the premises</b>	No Charge
<b>Zoning Permit</b>	
Residential – Fences, Sheds, Re-roof, Replacement Windows, siding, etc.	90.00
Alarm Registration (required for new or existing or when transferred)	20.00
Curb and Sidewalk - Residential	65.00
Curb cut and sidewalk – Commercial, Non-Residential	150.00
Driveway - Residential (New, replace or enlargement)	40.00
Driveway – Commercial	150.00
Earth Moving Permit	350.00
Fence – Commercial	200.00
Home Occupation	40.00
Patio without a footer	90.00
Solicitation	50.00
Temporary Storage Unit	35.00
<b>Signs</b>	
Banner Sign, Temporary Sign or Reface Sign	\$75.00 per sign
Pylon Sign & Monument Sign	150.00 (30 sq. ft.) plus 0.30 each additional sq. ft.
Wall Mounted Sign	150.00 (up to 16 sq ft) plus .30 each additional sq. ft
<b>Special Permits</b>	
Conditional Use	800.00
Zoning Appeal (applicant responsible for costs exceeding base fee)	600.00 – Residential 1,000.00 – Commercial, Non-Residential
Continuance Request – Applicant	175.00
UCC Building Code Appeal (applicant responsible for costs exceeding base fee)	600.00 – Residential 1,000.00 – Non-Residential
<b>Miscellaneous</b>	
Copies, Black and White	0.25 per copy
Copies, Plans and Blue Prints	7.50 each
Compost Center Cards	15.00
Dog Violations	\$20.00 pickup charge, 20.00 per housing
Recycling Barrel	25.00
Recycling – Lid only	10.00
Sewer Certification	25.00
Trash Certification	25.00
Postage & Shipping	Actual cost per USPS or other carriers
Hold Harmless Indemnification Agreement (Owner is responsible for all costs over and above the minimum fee)	200.00 minimum charge
Official Township Map	10.00 each
No-Knock Registration	20.00 per address
Zoning Map	10.00 each
All other Maps	7.50 each
Comprehensive Plan	25.00
S.A.L.D.O.	25.00
Zoning Ordinance	25.00
Liquor License Transfer (Applicant is responsible for all related costs over and above the minimum deposit fee)	2,000.00 (Deposit)
Escrow Deposits	7,500.00 (Deposit)



Zoning Verification Request Letters.	35.00 per hour + copy costs
Vacant Property Registration (Annual Fee)	150.00

## **SUBDIVISION AND LAND DEVELOPMENT PLAN APPLICATION – FEE SCHEDULE**

### **Submission Type**

### **PRELIMINARY PLAN or FINAL PLAN or PRELIMINARY FINAL PLAN**

#### **Original Submission**

#### **RESIDENTIAL**

1 - 5 Lots	825.00 per Lot
6 - 20 Lots	330.00 per Lot
21 Lots or More	275.00 per Lot
Units (i.e. apts./condo)	40.00 per Unit

#### **NON-RESIDENTIAL**

1 Lot	1,650.00 Lot
2-5 Lots	1,100.00 per Lot
6-20 Lots	935.00 per Lot
21 Lots or More	880.00 per Lot

#### **Each Revision – 50% of Original Submission Fee**

#### **LOT LOCATION PLAN**

Original Submission	200.00
Each Revision	110.00

#### **SKETCH PLAN** 220.00

Additionally, the Applicant/Developer shall reimburse the Township for expenses incurred as a result of the plan review

ORDINANCE NO. 23- 3

**AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE  
TOWNSHIP OF HANOVER, COUNTY OF NORTHAMPTON,  
COMMONWEALTH OF PENNSYLVANIA AMENDING THE  
TOWNSHIP OF HANOVER'S CODE OF CODIFIED ORDINANCES,  
CHAPTER 172 VEHICLES AND TRAFFIC; ARTICLE II SPEED LIMITS,  
AND; ARTICLE IV PARKING, STANDING AND STOPPING, TO  
AMEND CERTAIN SPEED LIMITS AND PROVIDE ADDITIONAL  
PARKING PROHIBITIONS TO ITS ORDINANCE AND REPEAL ALL  
ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT  
HEREWITH.**

**WHEREAS**, The Supervisors of Hanover Township, Northampton County, Pennsylvania (the "Board"), under the powers vested in them by the "Second Class Township Code" of Pennsylvania as well as other laws of the Commonwealth of Pennsylvania, do hereby enact and ordain the following amendments to the text of the Hanover Township Code of Codified Ordinances (the "Ordinances"); and

**WHEREAS**, the Board desires to amend the Ordinances by providing for speed limits and parking prohibitions on roadways within the Township.

**NOW, THEREFORE, BE IT ORDAINED AND ENACTED**, by the Board of Supervisors of Hanover Township, Northampton County, Pennsylvania as follows:

**SECTION 1.** Chapter 172 *Vehicles*; Article II *Speed Limits*; § 172-32 *Establishment of speed limit*, is amended as follows:

Street	Speed Limit (mph)
Harriet Lane (South of Hanoverville Road)	25

**SECTION 2.** Chapter 172 *Vehicles*; Article IV *Parking, Stopping and Standing*; § 172-39 *No parking anytime*, is deleted in its entirety and replaced as follows:  
"§ 172-39 **No parking any time.**

Parking shall be prohibited at all times in the following locations:

Name of Street	Side of Street	Location
Crawford Drive	Both	Between PA-512 and Jacksonville Road
Southland Drive	Both	Between PA-512 and Crawford Drive
Harriet Lane	Both (excluding 770 feet [330 feet south and 387 feet north of the Crawford Park Driveway] along the easterly side between Crawford Drive and Maria Lane as indicated by signage)	Between Crawford Drive and Hanoverville Road”

**SECTION 3.** All Ordinances and parts of Ordinances inconsistent herewith are hereby repealed.

**SECTION 4.** The provisions of this Ordinance shall be severable and if any provision thereof shall be declared unconstitutional, illegal or invalid, such decision shall not affect the validity of any of the remaining provisions of this Ordinance. It is hereby declared as a legislative intent of the Township that this Ordinance would have been enacted had such unconstitutional, illegal or invalid provision(s) not been included herein.

**SECTION 5.** This Ordinance shall become effective within five (5) days of enactment.

**ENACTED AND ORDAINED** at a regular meeting of the Board of Supervisors of the Township of Hanover, County of Northampton on this \_\_\_\_ day of \_\_\_\_\_, 2023.

**ATTEST:**

**BOARD OF SUPERVISORS,  
HANOVER TOWNSHIP,  
NORTHAMPTON COUNTY,  
PENNSYLVANIA**

By: \_\_\_\_\_  
**CHRISTINA THOMAS,**  
Secretary

By: \_\_\_\_\_  
**JOHN N. DIACOBIANNIS,**  
Chairman

I hereby certify that the within is a true and correct copy of the proposed Ordinance in this matter.

---

James L. Broughal, Esquire  
Solicitor  
Hanover Township, Northampton County

DRAFT

PREVENTIVE MAINTENANCE AGREEMENT

HANOVER TOWNSHIP COMMUNITY CENTER

THE PURPOSE OF THIS AGREEMENT IS TO HELP ENSURE THE CONTINUOUS SATISFACTORY PERFORMANCE OF YOUR AUTOMATIC DOOR SYSTEM.

THE PROGRAM INCLUDES TWO ANNUAL PARTIAL DISASSEMBLY, CLEANING, LUBRICATING, INSPECTION, TUNING, AND ADJUSTMENT OF EQUIPMENT.

EMERGENCY SERVICE WILL BE PROVIDED, AND WILL COINCIDE WITH OUR NORMAL BUSINESS HOURS, 8:00 A.M. THROUGH 5:00 P.M. MONDAY THROUGH FRIDAY. EMERGENCY SERVICE CALLS REQUESTED WILL BE CHARGED AT A PREMIUM RATE OF \$125.00 PER MAN HOUR, JOB TIME, AND TRAVEL TIME.

MATERIALS, WHEN REQUIRED WILL BE BILLED SEPARATELY, AND ARE NOT PART OF THIS AGREEMENT. YOU WILL BE CHARGED FOR MATERIAL USED, NOT IN WARRANTY, AT STANDARD ESTABLISHED PRICES.

THIS AGREEMENT INCLUDES ALL LABOR NECESSARY TO MAINTAIN, IN WORKING ORDER, AUTOMATIC OPERATORS.

NOTE: THIS AGREEMENT DOES NOT COVER RAILS, PIVOTS, CRASH BARS, DOORS, FRAMES, GLASS, LOCKS (ELECTRIC OR MANUAL) AND MANUAL DOORS, VANDALISM OR ABUSE OF DOOR CONTROLS, OR ANY CHANGES FOR COMPLIANCE DUE TO BUILDING CODES.

PRICE AGREEMENT: \$500.00

BILLED: ANNUALLY

LOCATION: SEE DOOR SCHEDULE

PREVENTIVE MAINTENANCE CALLS: 2 PER YEAR

REGULAR SERVICE PHONE: FOR CALLS BETWEEN 8:00 A.M. THROUGH 5:00 P.M. MONDAY THROUGH FRIDAY (800) 492-2392

EMERGENCY SERVICE PHONE: FOR CALLS BEFORE 8:00 A.M. OR AFTER 5:00 P.M., SATURDAY AND SUNDAY (215) 368-8700

PREVENTIVE MAINTENANCE AGREEMENT

HANOVER TOWNSHIP COMMUNITY CENTER

THIS AGREEMENT SHALL REMAIN IN FULL FORCE, AND EFFECT FOR THE PERIOD SPECIFIED, OR UNTIL EITHER PARTY HERETO SHALL GIVE TO THE OTHER PARTY THIRTY (30) DAYS WRITTEN NOTICE OF INTENTION TO TERMINATE THIS AGREEMENT.

THE CONTRACTOR WILL EXERCISE HIS BEST EFFORTS IN PERFORMING THE ABOVE SERVICES, AND THE CUSTOMER AGREES THAT IN CONNECTION THEREWITH, THE CONTRACTOR DOES NOT ASSUME RESPONSIBILITY FOR DELAYS, OR FAILURE IN FURNISHING PARTS THEREUNDER CAUSED BY: ACTS OF GOD, ABUSE, STRIKES, FAILURE OF TRANSPORTATION, DISCONTINUANCE OF MANUFACTURE, AND CAUSES BEYOND THE CONTRACTOR'S CONTROL; OR INJURY OR DAMAGE TO PERSONS OR PROPERTY ON THE PREMISES FOR ANY CAUSE, OR FROM INTERRUPTION IN THE OPERATION OF THE CUSTOMER'S BUSINESS OR ANY EQUIPMENT ON THE PREMISES OR ANY CAUSE BEYOND THE CONTRACTOR'S CONTROL OR FOR ANY CONSEQUENTIAL DAMAGES WHATSOEVER.

THE ASSUMPTION MUST BE MADE THAT ALL EXISTING ENTRANCES ARE IN COMPLIANCE WITH EXISTING REGIONAL, FEDERAL, AND STATE BUILDING CODES, AND THE CONTRACTOR SHALL NOT BE REQUIRED TO MAKE ANY SAFETY TEST, NOR TO INSTALL NEW ATTACHMENTS TO ALTER FUNCTION OR DESIGN OF THE EQUIPMENT UNDER THE TERMS OF THIS AGREEMENT, WHICH MAY BE RECOMMENDED OR DIRECTED BY INSURANCE COMPANIES, THE FEDERAL GOVERNMENT, STATE OR MUNICIPAL OR OTHER AUTHORITIES.

ADVANCED DOOR SERVICE SHALL NOT BE RESPONSIBLE FOR ANY PERSONAL INJURY OR PROPERTY DAMAGE ARISING OUT OF THE OPERATION OF THE EQUIPMENT, UNLESS ADVANCED DOOR SERVICE HAS BEEN INFORMED THAT A MALFUNCTION OF THE EQUIPMENT CREATES AN UNSAFE CONDITION AND ADVANCED DOOR SERVICE HAS NEGLIGENTLY FAILED TO CORRECT SUCH UNSAFE CONDITION OR, UNLESS SUCH INJURY OR DAMAGE WAS CAUSED BY ADVANCED DOOR SERVICE'S SOLE AND DIRECT NEGLIGENCE.

If you would like a specific date and time for your preventive maintenance performed, please note that on the signature page (4) or call our dispatch department to schedule.  
Please also send a copy of your tax exemption form.

PREVENTIVE MAINTENANCE AGREEMENT

HANOVER TOWNSHIP COMMUNITY CENTER

THE CUSTOMER AGREES TO CONDUCT A WALK-THROUGH DAILY, TO ASSURE THE PROPER WORKING OF ALL SAFETY FEATURES ON THE DOOR (DOORS). IF THE SAFETY FEATURES ARE MALFUNCTIONING, HE AGREES TO DISCONTINUE USE OF THE DOOR, AND TO PLACE A SERVICE CALL. ALL ACCIDENT REPORTS IN REGARD TO THE DOORS ARE TO BE FORWARDED TO OUR OFFICE IN A TIMELY MANNER.

THIS AGREEMENT IS FOR THE PERIOD BEGINNING SEPTEMBER 1, 2023 AND ENDING AUGUST 31, 2024.

ACCEPTED BY:

ACCEPTED BY:

PAT COLFLESH

(PLEASE PRINT OR TYPE)

HANOVER TWP COMMUNITY CENTER  
COMPANY OR INSTITUTION

ADVANCED DOOR SERVICE

<u>SIGNATURE,</u>		<u>SERVICE MGR.</u>	
<u>TITLE</u>	<u>SIGNATURE</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>DATE</u>	<u>DATE: JUNE 22, 2023</u>		

THIS PROPOSAL VALID UNTIL: SEPTEMBER 15, 2023

MAINTENANCE SUPERVISOR AT FACILITY

PHONE NUMBER & EXT.

**\*\*\*Please email or fax your signed service agreement along with any additional support to the following person:**

**Kimberly Sullivan:** ksullivan@adedoors.com

**As noted on page 3**

**\*\*\*PM Schedule by Month:** \_\_\_\_\_ and \_\_\_\_\_

**\*\*\*Please supply your tax exemption form**

## ADVANCED DOOR SERVICE

### FACILITIES LIST

SHOW PROOF (IF REQUIRED) OF MAINTAINING SUFFICIENT STOCK READILY ACCESSIBLE TO EFFICIENTLY HANDLE SERVICE LOAD. INDICATE NUMBER OF SERVICE EQUIPPED VEHICLES FOR EACH BRANCH INVOLVED WITH HANOVER TWP COMM BLDG. - 15 VEHICLES.

SERVICE SUPERVISOR	PAT COLFLESH
REGULAR SERVICE TELEPHONE	(800) 492-2392
DISPATCHER	CAROL ROBERTS
TELEPHONE NUMBERS	(215) 368-8700 (800) 492-2392
EMERGENCY SERVICE PHONE NUMBER (FOR CALLS <u>BEFORE</u> 8:00 A.M. OR <u>AFTER</u> 5:00 P.M. <u>ONLY</u> )	(215) 368-8700

### DEFINITIONS LIST

1. EMERGENCY SERVICE - A SERVICE CALL WILL BE DEFINED AN EMERGENCY SERVICE CALL FOR THE PURPOSE OF THIS AGREEMENT WHERE ONE OR MORE OF THE FOLLOWING CONDITIONS EXIST:
  - A. DOOR WILL NOT CLOSE.
  - B. DOOR WILL NOT LOCK - LOSS OF SECURITY.
  - C. LOSS OF ANY SAFETY PERFORMANCE.
2. CALL-IN-TIME - IS A REFERENCE TO THE TIME A SERVICE CALL IS RECEIVED BY THE ADVANCED DOOR SERVICE DISPATCHER DURING NORMAL WORKING HOURS.



JUNE 22, 2023

PREVENTIVE MAINTENANCE

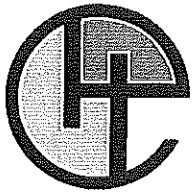
DOOR SCHEDULE

HANOVER TOWNSHIP COMMUNITY CENTER  
3660 JACKSONVILLE RD, BETHLEHEM, PA

DOOR LOCATION	QTY	DOOR TYPE	
MAIN ENTRANCE	2	HORTON H/C SWINGER SINGLE	
TOTAL OPERATOR COUNT	2	SUB TOTAL	\$500.00
TOTAL OPENING COUNT	2	TOTAL	\$500.00

CODE 2

AGREEMENT PERIOD BEGINNING: SEPTEMBER 1, 2023  
ENDING: AUGUST 31, 2024



# Hanover Engineering

252 Brodhead Road • Suite 100 • Bethlehem, PA 18017-8944

Phone: 610.691.5644 • Fax: 610.691.6968 • HanoverEng.com

June 16, 2023

Mr. John J. Finnigan Jr.  
Township Manager  
Hanover Township  
Northampton County  
3630 Jacksonville Road  
Bethlehem, PA 18017-9302

RE: Freshpet Plant 2 Addition  
146 and 176 North Commerce Way  
Improvements Security  
Hanover Project H17-28

Dear Jay:

We are in receipt of a letter from Mr. Michael Heiger from Freshpet kitchens, dated June 15, 2023 requesting final release of security. The Township is holding letter of credit ISB00002708 in the amount of \$165,568.71. Per our letter of June 14, 2023, all outstanding improvements items have been satisfied and we can recommend release of the security balance condition upon the following:

1. Developer adheres to Township Policy 8 (Payment of Plans and Appeals Accounts).

If you have any questions or need additional information, do not hesitate to call this office.

Respectfully,

HANOVER ENGINEERING

  
Brian R. Koehler, PE  
Township Engineer

brk:jlw2

S:\Projects\Municipal\HanoverTwp\H17-28 Freshpet\Expansion 1\257\Docs\06-16-23\FreshpetPlant2 Addition and Sec. Improvements Security.doc

cc: Hanover Township Board of Supervisors  
Ms. Yvonne D. Kutz, Zoning Administrator (by e-mail)  
James L. Broughal, Esquire, Broughal & DeVito, LLP (by e-mail)  
Mr. Michael Heiger, Freshpet (by e-mail)  
Mr. Paul Szewczak, Benchmark Civil Engineering Services, Inc. (by e-mail)



June 16, 2023

Hanover Township Northampton County  
3630 Jacksonville Rd.  
Bethlehem, PA 18017  
Attn: Christina Thomas

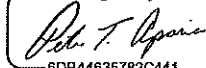
**RE: Hanover Senior Living Development Plan Extension**

Dear Christina,

Our company, Columbia Pacific Advisors, LLC on behalf of our development entity Columbia Wegman Hanover, LLC, (Developer) of Hanover Senior Living located at 4700 Bath Pike is requesting an extension be granted for the improvements deadline. We request the deadline be extended to August 28, 2023 to to complete the paperwork associated with these improvements.

Respectfully,

DocuSigned by:

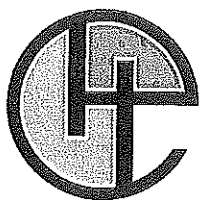


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Peter T. Aparico

Managing Director

Columbia Wegman Hanover, LLC



# HanoverEngineering

252 Brodhead Road • Suite 100 • Bethlehem, PA 18017-8944  
Phone: 610.691.5644 • Fax: 610.691.6968 • HanoverEng.com

June 16, 2023

Mr. John J. Finnigan Jr., Township Manager  
Hanover Township, Northampton County  
3630 Jacksonville Road  
Bethlehem, PA 18017-9302

RE: Kevin Drive Extension Project  
Hanover Township, Northampton County  
End of Maintenance  
Hanover Project H21-17

Dear Jay:

Recent inspection of the above-referenced project indicates all features are acceptable with the exception of a dead tree, noted on the attached exhibit.

Our records indicate that the Township is currently holding \$20,186.90 in Maintenance Security for this project. Based upon the limited amount of Maintenance Security and the estimated cost of approximately \$1,500 per street tree, we recommend the Township retain all security until the tree is replaced, rather than coordinating partial releases.

The Maintenance Period should continue until the installation of the street tree is completed.

If you have any questions concerning this matter, please contact the undersigned.

Respectfully,

HANOVER ENGINEERING ASSOCIATES, INC.

  
Brian Kocher, PE  
Township Engineer

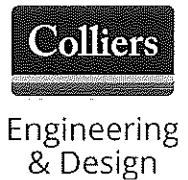
brk:jam

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Enclosure(s)

cc: James L. Broughal, Esquire  
Mrs. Yvonne Kutz, Zoning Administrator  
Mr. Nikolas Naidu, President, Semmel Excavating  
(CERTIFIED MAIL TN 7021 0350 0001 9772 4530)

941 Marcon Boulevard  
Suite 801  
Allentown, PA 18109  
Main: 877 627 3772  
<http://colliersengineering.com>



June 19, 2023

Christina Thomas, Township Secretary/Assistant Treasurer  
Hanover Township Northampton County  
3630 Jacksonville Road  
Bethlehem, PA 18017

4000-4030 Airport Road – Extension Request  
Northgate 1- 2-lot Subdivision, Northgate 1 Land Development, Northgate 1 Lot Consolidation Plan, and  
4000-4030 Airport Road Lot Consolidation & Land Development Plan  
Colliers Engineering & Design Project No. 21007876A

Dear Ms. Thomas,

In accordance with 25 Pa. Code §102.6(c)(2), we request a ninety (90) calendar day extension for the following items:

- Northgate 1- 2-lot Subdivision – Improvements Deadline
- Northgate 1 Land Development – MPC Deadline
- Northgate 1 Lot Consolidation Plan – Record Plans Conditions Deadline
- 4000-4030 Airport Road Lot Consol. & Land Dev. – MPC Deadline

If the extensions are granted, the deadlines would be extended to October 3, 2023.

Please let me know if you have any questions, or if you need any additional information.

Sincerely,

Colliers Engineering & Design, Inc.  
(DBA Maser Consulting)

A handwritten signature in black ink, appearing to read "C. Roseberry", written over a horizontal line.

C. Richard Roseberry, P.E., AICP  
Senior Principal/Regional Manager

R:\Projects\2021\21007876A\Correspondence\OUT\230619\_CRR - Hanover Township NC Extension Letter.docx

# BASE ENGINEERING INC.

(610) 437-0978  
(610) 437-0979

CONSULTING ENGINEERS & SURVEYORS  
1010 N. QUEBEC STREET, ALLENTOWN, PA 18109-1607



FAX (610) 432-3800

[www.BaseEng.com](http://www.BaseEng.com)

[BaseEngineering@BaseEng.com](mailto:BaseEngineering@BaseEng.com)

CIVIL • STRUCTURAL • MUNICIPAL • ELECTRICAL • MATERIAL HANDLING • MECHANICAL • SUPERVISION

Board of Supervisors  
Hanover Township  
Northampton County  
3630 Jacksonville Road  
Bethlehem, PA 18017

June 16, 2023

**Re: MPC TIME EXTENSION letter  
Hindu Temple Society  
Proposed building expansion at 4200 Airport Road  
(TMP M5-7-170-0214; M5-7-17C-0214E; M5-7-17B-0214)  
Base Project #2019-258**

Dear Supervisors,

Please consider this letter as requesting the necessary MPC time extension for 90 days beyond July 10, 2023 through October 10, 2023 – on behalf of the Applicant (Hindu Temple Society).

Thank you in anticipation of your approval. Please contact this office if you have any questions.

Yours sincerely,

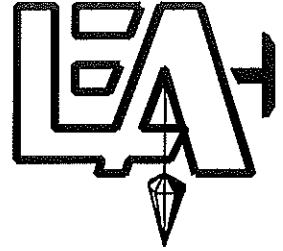
Casey L. Bond, P.E.  
Director of Engineering  
[cbond@baseeng.com](mailto:cbond@baseeng.com)  
(P) 610-437-0978

c.c.: HEA  
HTS  
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# ***LEHIGH ENGINEERING ASSOCIATES, INC.***

499 RIVERVIEW DRIVE, P.O. BOX 68, WALNUTPORT, PA 18088  
PHONE: 610-767-8545 FAX: 610-767-5798  
E-MAIL: Irauch@lehighengineering.com



June 20, 2023

Hanover Township - Northampton County  
3630 Jacksonville Road  
Bethlehem PA 18017-9302  
Attention: Christina Thomas, Township  
Secretary/ Assistant Treasurer

Project: School Sisters of St. Francis – Convent Addition  
Preliminary/Record Plan Submission  
Hanover Township  
Northampton County

Dear Board Members:

On behalf of the Applicant, I hereby grant to the Board of Supervisors of Hanover Township, Northampton County, an extension of time in which to act upon the Development, hereby waiving the Developer's right to a decision thereon within the time periods specified in Section 508 of the Pennsylvania Municipalities Planning Code ("MPC").

This extension shall commence on the last day of the Statutory Review Period, and extend to the 31st day of October, 2023.

Thank you for your time and consideration in this matter.

Sincerely,

*Philip M. Albright, P.E.*

Philip M. Albright, P.E.  
Project Engineer

Cc: Keith Hoeing  
Sister Bonnie Kleinschuster  
File

6814 Sisters-Extension-2023-06-20.doc

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FITZPATRICK  
LENTZ & BUBBA  
ATTORNEYS AT LAW

skobal@flblaw.com  
Direct Dial: 610-797-9000 ext 384

June 21, 2023

**VIA E-MAIL**

Board of Supervisors  
Hanover Township – Northampton County  
3630 Jacksonville Road  
Bethlehem PA 18017-9302  
Attn: Ms. Christina Thomas

Re: Jaindl Land Company – Proposed Commercial Development  
90 Highland Avenue  
Recording Deadline Extension

Dear Board:

My office represents Jaindl Land Company, which submitted the above-referenced preliminary/record land development plan. We are aware of the upcoming deadline of August 8, 2023, for recording of the above plan. I am writing to advise that Jaindl Land Company requests an extension of six (6) months to that deadline.

If you require anything further, please advise.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Stephanie A. Kobal', written in a cursive style.

Stephanie A. Kobal

cc: Jaindl Land Company (via e-mail)  
Bohler Engineering (via e-mail)  
Benchmark Consulting Engineers (via e-mail)



## **BID OPENING MINUTES**

**June 20, 2023**

The Bids for the Hanover Township Road Paving Work were opened at the Hanover Township Municipal Building, 3630 Jacksonville Road, Bethlehem, Pennsylvania, 18017 at 1:00 P.M.

Present for the opening was the Township Manager, John Finnigan, Public Works Director, Martin Limpar, Board of Supervisors Chairman, John N. Diacogiannis and Township Secretary, Christina M. Thomas.

It was noted that the Bids have been duly advertised and the Secretary has proof of publication.

The following bids were opened:

1. H & K Group, Inc., P.O. Box 196, Skippack, PA 19474
  - a. 10% Bid Bond enclosed
  - b. Total bid price: \$310,480.90
2. Grace Industries, Inc., 7171 Airport Road, Bath, PA 18014
  - a. 10% Bid Bond enclosed
  - b. Total bid price: \$298,746.35

The bids have been tabled until they are reviewed by the Board of Supervisors, Township Solicitor and Township Manager.

The bid opening concluded at 1:06 P.M.

Christina M. Thomas  
Township Secretary