

2024

RE-ORGANIZATION MEETING

January 2, 2024

The annual re-organization meeting of the Board of Supervisors, Hanover Township, Northampton County, Pennsylvania, was called to order at the Township Municipal Building, 3630 Jacksonville Road, Bethlehem, PA 18017, at 6:00 P.M. by John J. Finnigan, Jr.

Present were Supervisors Diacogiannis, Gross, Lawless, Prendeville and Versteeg.

The Pledge of Allegiance was performed.

Mr. Finnigan noted that Ms. Susan Lawless, Ms. Jean Versteeg, Mr. Stephen Gross took their Oath of Office as a Supervisor and Sarah Cepin took her Oath as an Auditor.

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

Mr. Finnigan asked for nominations for Chair for 2024. **Mr. Diacogiannis** nominated **Ms. Lawless**. Mr. Finnigan asked three more times for any other nominations and hearing none directed the Secretary to cast one vote for the unanimous appointment of Ms. Susan A. Lawless Chair of the Board of Supervisors for the year 2024.

Ms. Lawless thanked the Board for their confidence and support, and indicated she was looking forward to a successful and productive 2024.

Mr. Finnigan asked for nominations for Vice Chair for 2024. **Mr. Gross** nominated **Ms. Jean Versteeg**. Mr. Finnigan asked three more times for any other nominations and hearing none directed the Secretary to cast one vote for the unanimous appointment of Ms. Jean Versteeg as Vice Chair of the Board of Supervisors for the year 2024.

Ms. Versteeg thanked the Board for their confidence and support.

Mr. Finnigan turned the meeting over to Ms. Lawless.

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

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

The following items were approved based on **Ms. Versteeg's** motion and its passage:

Upon a motion of **Ms. Versteeg**, seconded by **Mr. Prendeville**, the Board unanimously approved to re-appoint Mr. James Broughal, representing the Law Firm of Broughal & DeVito, L.L.P., as Township Solicitor for the year 2024 at the rate of \$185.00 per hour - regular issues and \$190.00 per hour - court

appearances for all work as well as \$190.00 per hour for attendance at any meeting as indicated in his letter dated October 10, 2022, and reconfirmed in an email dated August 7, 2023. The fees are also extended to any partner or associate of Broughal & DeVito, L.L.P. in the absence of Mr. Broughal.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

It is noted for the record that Todd Bushta, CPA, has been previously retained to perform the 2023 audit, with his fee for this work to be \$8,500.00, pursuant to an agreement, dated May 9, 2023. Ms. Lawless acknowledged this note for the record.

Upon a motion of **Mr. Prendeville**, seconded by **Mr. Gross**, the Board unanimously approved to appoint the following Supervisors as Chairperson of the following Committees:

Administration	Gross
Development	Prendeville
Planning & Zoning	Versteeg
Public Works	Diacogiannis

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of **Mr. Gross**, seconded by **Mr. Prendeville**, the Board unanimously approved to re-appoint Mr. Brien R. Kocher, representing Hanover Engineering Associates as the Township Engineer for the year 2024 with a retainer fee of \$250.00 per month. This retainer fee represents payment for regularly scheduled meetings of the Board of Supervisors and engineering, advice, and assistance of a general nature. The retainer fee also represents payment for an associate of the firm who attends in Mr. Kocher's absence. All other time spent by Mr. Kocher, or an associate of Hanover Engineering on Township matters shall be noted by assigned work orders and work order numbers and charged at rates set forth in the 2024 Fee Schedule, submitted by Mr. Brien R. Kocher, PE with his cover letter dated October 23, 2023, a copy of which is attached and made part of the minutes.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of **Mr. Gross**, seconded by **Mr. Prendeville**, the Board unanimously approved to reappoint Mr. Theodore Lewis as Solicitor to the Zoning Hearing Board. The time spent by Mr. Lewis on Zoning Hearing Board matters is to be assigned subject designations and charged to the designated subject at a rate of \$170.00 per hour as indicated in his letter of August 18, 2023.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of **Mr. Gross**, seconded by **Mr. Prendeville**, the Board unanimously approved to renew the authorization for the Secretary, Assistant Secretary or Township Manager's Secretary to attend the Board of Supervisors meetings at \$100.00 per meeting attended.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of **Mr. Gross**, seconded by **Mr. Prendeville**, the Board unanimously approved to appoint Julie Bailey as Chair of the Vacancy Board.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of **Ms. Versteeg**, seconded by **Mr. Diacogiannis**, the Board unanimously approved to renew the authorization for the Planning Commission to retain clerical and secretarial services for

attendance and preparation of minutes required by the Planning Commission at \$80.00 per meeting and an hourly rate of \$20.00 per hour for other services as approved by the Planning Commission Chair. Total cost of such services for the calendar year 2024 shall not exceed \$2,000.00. A copy of this motion is to be sent to the Chair of the Planning Commission by the Township Secretary.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of **Ms. Versteeg**, seconded by **Mr. Diacogiannis**, the Board unanimously approved compensation for Crossing Guards at the rate of \$18.50 per hour in 2024 with the rate being apportioned between the Bethlehem Area School District and Hanover Township as per the 1980 Agreement.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of **Ms. Versteeg**, seconded by **Mr. Diacogiannis**, the Board unanimously approved the hiring of snow emergency help at the rate of up to \$40.00 per hour for individuals with CDL licenses and up to \$30.00 per hour for all others. Hiring is at the discretion of the Township Manager/Public Works Director.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of **Mr. Versteeg**, seconded by **Mr. Diacogiannis**, the Board unanimously approved the following paid Holiday schedule for 2024 for all Township and Community Center full-time employees.

Good Friday (3/29/2024)
Memorial Day (5/27/2024)
Independence Day (7/4/2024)
Labor Day (9/2/2024)
Thanksgiving Day (11/28/2024)
Friday after Thanksgiving (11/29/2024)
Christmas Eve Celebrated (12/24/2024)
Christmas Day Celebrated (12/25/2024)
Day after Christmas (12/26/2024)
New Year's Day 2025 (1/1/2025)

Choice of Two Floating Days (Choice of MLK Birthday (1/15/2024), Presidents' Day (2/19/2024), First Night of Passover (4/22/2024), Eid al-Fitr (4/9/2024), Juneteenth (6/19/2024), Eid al-Adha (06/17/2024), Rosh Hashanah (10/02/2024), Yom Kippur (10/11/2024), Columbus Day (10/14/2024), Diwali (11/01/2024), General Election Day (11/5/2024) or Veterans Day (11/11/2024)). Handbook will be updated accordingly.

When paid holidays occur, that does not mean the Community Center will be closed those days. On selective holidays, as approved by the Township Manager, hours may be shortened with notice.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of **Mr. Diacogiannis**, seconded by **Mr. Gross**, the Board unanimously approved the following paid Holidays for Crossing Guards for the calendar year 2024 as follows:

Good Friday (3/29/2024)
Memorial Day (5/27/2024)
Labor Day (9/2/2024)
Thanksgiving Day (11/28/2024)

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

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of **Mr. Diacogiannis**, seconded by **Mr. Gross**, the Board unanimously approved to reappoint Mr. Scott J. Brown #01716, Mr. Christopher A. Taylor #03138, and Mr. Jacob A. Schray #03134, of Hanover Engineering Associates, Inc. as State Sewage Enforcement Officers for Hanover Township.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of **Mr. Diacogiannis**, seconded by **Mr. Gross**, the Board unanimously approved to appoint Mr. Stephen J. Elton as the Hanover Township Fire Marshal.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of **Mr. Diacogiannis**, seconded by **Mr. Gross**, the Board unanimously approved to appoint the following as Special Fire Police for Hanover Township under Section 1914 of the Second-Class Township Code; Tyler Issac (1591), Cody Chaszar (1592), Andrew Milham (1594), for the calendar year 2024.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of **Mr. Diacogiannis**, seconded by **Mr. Gross**, the Board unanimously approved appointing Martin Limpar as Animal Control Officer for Hanover Township.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of **Mr. Gross**, seconded by **Mr. Diacogiannis**, the Board authorizes the Township Manager, and in the absence of the Township Manager, the Public Works Director, as Purchasing Officers with a purchase authorization to a maximum of \$23,200.00. Purchases of more than \$23,200.00 requires a formal bid. In addition, the minimum purchase for telephone quotes is \$12,200. Purchases and contracts between \$12,200 and \$23,200 require three written/telephonic quotations. Purchases more than the \$23,200 in an emergency requires the approval of the Chair of the Board of Supervisors, followed by authorization by the entire Board.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

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

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

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

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon motion of **Ms. Versteeg**, seconded by **Mr. Gross**, the Board approved to reappoint Telly Diacogiannis as the Township's representative to the Bethlehem Public Library Board and to reappoint Michael Prendeville as the Alternate for calendar year 2024.

Mr. Diacogiannis — abstain, Mr. Prendeville — abstain, Ms. Versteeg — aye, Mr. Gross - aye, Ms. Lawless - aye.

Upon motion of **Ms. Versteeg**, seconded by **Mr. Gross**, the Board unanimously approved to reappoint Martin Gilchrist to the Planning Commission for a four-year term to expire January 4, 2028 and to appoint Barry Check to the Planning Commission, also for a four-year term to expire on January 4, 2028.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon motion of **Ms. Versteeg**, seconded by **Mr. Gross**, the Board unanimously approved to reappoint John C. Todaro to the Recreation Advisory Board for a three-year term to expire January 5, 2027.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon motion of **Mr. Prendeville**, seconded by **Mr. Gross**, the Board approved to reappoint John Diacogiannis as the voting representative for Hanover Township on the Colonial Regional Police Commission and Jean Versteeg as the alternate representative.

Mr. Diacogiannis — aye, Mr. Prendeville — aye, Ms. Versteeg — abstain, Mr. Gross - aye, Ms. Lawless - aye.

Upon motion of **Mr. Prendeville**, seconded by **Ms. Versteeg**, the Board unanimously approved to reappoint John Diacogiannis as the voting representative for Hanover Township for action by the Pennsylvania State Association of Township Supervisors (PSATS).

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon motion of **Mr. Prendeville**, seconded by **Ms. Versteeg**, the Board unanimously approved to appoint Stephen Gross the voting representative for Hanover Township for action by the Nazareth Area Council of Governments (NazCOG) and John Diacogiannis as alternate. This appointment remains in effect until further action by the Board of Supervisors.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of **Ms. Versteeg**, seconded by **Mr. Gross**, the Board unanimously approved to adopt the following Resolution regarding the Township Secretary, Public Works Director, and Township Treasurer.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

RESOLUTION 24-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF HANOVER TOWNSHIP - NORTHAMPTON COUNTY, PENNSYLVANIA, ESTABLISHING THE COMPENSATION OF

THE TOWNSHIP SECRETARY, PUBLIC WORKS DIRECTOR, AND TOWNSHIP TREASURER FOR 2024.

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

THEREFORE, BE IT RESOLVED AND IT IS HEREBY RESOLVED on this day that compensation for the Township Secretary/Assistant Treasurer \$61,380.80 (\$2,360.80 bi-weekly) per year, Public Works Director is established at \$98,087.60 (\$3,772.60 bi-weekly) per year, Township Treasurer/Assistant Secretary \$74,298.64 (\$2,857.64 bi-weekly) per year. Effective date of salary is January 1, 2024. These positions are salaried for forty hours per week and are Exempt.

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

Upon a motion of **Ms. Versteeg**, seconded by **Mr. Gross**, the Board unanimously approved to adopt the following Resolution regarding the Recreation, Assistant Recreation Director & Preschool Director wages.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

RESOLUTION 24-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF HANOVER TOWNSHIP - NORTHAMPTON COUNTY, PENNSYLVANIA, ESTABLISHING THE COMPENSATION OF RECREATION DIRECTOR, ASSISTANT RECREATION DIRECTOR AND PRESCHOOL DIRECTOR FOR 2024.

WHEREAS, the Board of Supervisors on an annual basis establishes compensation for the Recreation Director and Assistant Recreation Director.

THEREFORE, BE IT RESOLVED AND IT IS HEREBY RESOLVED on this day that compensation for the Recreation Director is established at \$72,275.60 per year (\$2,779.83 bi-weekly), Assistant Recreation Director is established at \$53,690.00 per year (\$2,065.00 bi-weekly) and Preschool Director \$44,991.41 per year (\$1,730.44 bi-weekly) from the Recreation Fund of the Township. Effective date of salary is January 1, 2024. 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.

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

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

RESOLUTION 24-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF HANOVER TOWNSHIP - NORTHAMPTON COUNTY, PENNSYLVANIA, DESIGNATING OF DEPOSITORIES FOR THE TOWNSHIP FUNDS FOR 2024.

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

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

Be it resolved and it is hereby resolved that the following institutions are designated as depositories for Township funds for the year 2024:

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

Penn Community Bank, 3969 Durham Road, Doylestown, PA 18902-1326; and

Truist, 2 City Center, 645 Hamilton Street, Suite 1000, Allentown, PA 18101-2188; and

PNC Bank, National Association: The Tower at PNC Plaza. 300 Fifth Avenue, Pittsburgh, PA 15222-2401

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

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

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of **Ms. Versteeg**, seconded by **Mr. Diacogiannis**, the Board unanimously approved to authorize the Chair, Vice Chair, Township Manager, Treasurer or Assistant Treasurer to co-sign checks drawn on Township funds and that the signature cards be updated reflecting this motion.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of **Mr. Prendeville**, seconded by **Ms. Versteeg**, the Board unanimously approved to appoint the members of the Board of Supervisors for 2024 as Roadmasters for the following Districts:

Supervisor Diacogiannis	District #1
Supervisor Versteeg	District #2
Supervisor Gross	District #3
Supervisor Lawless	District #4
Supervisor Prendeville	District #5

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

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

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

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

RESOLUTION 24-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF HANOVER TOWNSHIP - NORTHAMPTON COUNTY, PENNSYLVANIA, APPOINTING SUPERVISORS AS ROADMASTERS FOR 2024.

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

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

Upon a motion of **Ms. Versteeg**, seconded by **Mr. Prendeville**, the Board unanimously approved to adopt the following Resolution for establishing the compensation for the Tax Collector.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

RESOLUTION 24-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF HANOVER TOWNSHIP - NORTHAMPTON COUNTY, PENNSYLVANIA, ESTABLISHING THE COMPENSATION FOR THE TAX COLLECTOR FOR 2024.

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

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

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

THEREFORE, BE IT RESOLVED AND IT IS HEREBY RESOLVED on this day that compensation for the office of tax collector of Hanover Township, Northampton County, be fixed at the rate of one hundred fifty-six dollars and twenty-five cents (\$156.55) for the fiscal year 2024.

RESOLVED, that the Township shall make payment or otherwise provide for printing, postage, books, blanks, training, and forms as required in the duties of this office.

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

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of **Mr. Prendeville**, seconded by **Mr. Diacogiannis**, the Board unanimously approved to authorize the Secretary to send letters to all newly appointed, resigning or retiring members of Boards, Commissions or Committees notifying them of their appointments, or thanking them for their services during their terms of office.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of **Mr. Prendeville**, seconded by **Mr. Diacogiannis**, the Board unanimously approved to authorize the Secretary to send letters to all Boards, Commissions, Committees and Agencies advising them of the amount allocated for 2024. Expenditure of any funds requires the approval of the Township Manager / Treasurer.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of **Mr. Prendeville**, seconded by **Ms. Versteeg**, the Board unanimously approved the following pay schedule for full and part-time Township positions effective January 1, 2024, as recommended by the Township Manager. 2024 wages are determined by the associates 2023 wages, 2023 performance evaluation and the 2024 Salary Increase Guidelines.

Township	Hourly Wage/Up To Effective 1/1/2024
Township Manager’s Secretary	26.25
Code Enforcement Officer	24.75
Office Support Associate	22.25
Receptionist/Clerk	22.50
Permit Coordinator/Zoning Assistant	20.75
Laborer	24.75
Equipment Operator	39.75
Equipment Operator – Mechanic	40.00

Ms. Diacogiannis — aye, Mr. Prendeville — aye, Mr. Gross — aye, Ms. Versteeg - aye, Ms. Lawless - aye.

Upon a motion of **Mr. Prendeville**, seconded by **Mr. Gross**, the Board unanimously approved the following pay schedule for part-time Township positions effective January 1, 2024, as recommended by the Recreation Director.

Mr. Diacogiannis – Aye, Mr. Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Community Center Part — Time	Position	Hourly Wage/Up to Effective 1/1/2024
	Aerobics Instructor	18.55
	Facility Coordinator	18.20
	Custodian	14.20
	Fitness Instructor / Personal Trainer	16.20
	Fitness Instructor / Personal Trainer — Advanced	19.20
	Front Desk - Customer Service Associate / Childcare Worker	12.20
	Front Desk Supervisor	15.90
	Accounting Support	17.50
	Program Instructor — Art	25.20
	Program Instructor — Baseball	17.04
	Program Instructor — Basketball	17.04
	Program Instructor — Cheer	12.80
	Program Instructor — Dance	15.95
	Program Instructor — Golf	20.15
	Program Instructor — Karate	22.30
	Program Instructor — Miscellaneous	15.95
	Program Instructor — Music	17.04
	Program Instructor — Pickle Ball	21.30
	Program Instructor — Soccer	17.04
	Program Instructor — Tennis	26.95
	Program Instructor — Zumba	19.20
Pre-School Age Programming		
	Preschool Age Program Coordinator	17.20
	Lead Instructor — Enrichment Coordinator / Extended Care	16.20
	Preschool Age Program Instructor	16.95
Parks & Camps		
	Assistant Park Coordinator	17.20
	P & R Park Counselor	12.20
	Lead Counselor	13.95
	Camp Counselor	12.20
Pool Staff		
	Pool Gate Attendant	13.00
	Lifeguard	14.00
	Head Lifeguard	15.00
	Assistant Pool Manager	16.00
	Pool Manager	17.00

COURTESY OF THE FLOOR

No comments.

Upon a motion of **Mr. Prendeville**, seconded by **Mr. Gross**, the Board unanimously approved adjournment at 6:24 P.M.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Kimberly Lymanstall
Secretary