
REGULAR SEMI-MONTHLY MEETING

January 23, 2024

The regular semi-monthly meeting of the Board of Supervisors, Hanover Township, Northampton County, was called to order by Chair Susan Lawless at the Hanover Township Municipal Building, 3630 Jacksonville Road, Bethlehem, PA, 18017 at 7:00 P.M.

Present were Supervisors Diacogiannis, Prendeville, Gross, Versteeg, Township Engineer Brien Kocher, and Township Solicitor James Broughal.

The Pledge of Allegiance was performed.

Upon motion of Mr. Prendeville, seconded by Mr. Diacogiannis, the Board approved the agenda.

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

Upon motion of Mr. Prendeville seconded by Mr. Diacogiannis, the Board approved the minutes from the meeting of the Board of Supervisors dated January 9, 2024.

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

Upon motion of Mr. Prendeville, seconded by Mr. Diacogiannis, the Board approved the list of bills and transfers dated January 23, 2024.

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

COURTESY OF THE FLOOR

Hon. Jeff Warren, 4000 Trythall St, Bethlehem (Bethlehem Township) introduced himself to the Board as Northampton County Council, District 3. Mr. Warren expressed that he is there for any needs for Hanover Township and his focus is preserving the open space and infrastructure in Northampton County.

REPORT OF THE CHAIR

Ms. Lawless reported there was an Executive Session regarding personnel matters on January 23, 2024. The next Executive Session will be held February 13 at 6PM to discuss an overview of the pending litigation.

REPORT OF THE VICE CHAIR

Ms. Versteeg shared that she was appointed as the Hanover Township Alternate to the Colonial Regional Police Commission. Ms. Versteeg attended her first meeting of the CRPD Commission on January 22, 2024. Commission members, Chief DePalma, Deputy Chief Melinsky, and others were present and very welcoming. Ms. Versteeg looks forward to serving on the Commission.

SUPERVISOR'S COMMENTS

Mr. Diacogiannis – Road District #1, had nothing to report. Mr. Diacogiannis reported that at the previous Police Commission meeting the Chief of Police stated that under the PA Crime Code and ordinances of both Hanover and Lower Nazareth Townships, the CRPD will enforce and prosecute false alarm violations of automatic security alarm systems. Each township will continue to receive monthly reports and will continue to receive fines rendered.

Ms. Versteeg - Road District #2, had nothing to report.
Mr. Gross– Road District #3, had nothing to report.
Ms. Lawless – Road District #4, had nothing to report.
Mr. Prendeville – Road District #5, had nothing to report.

APPOINTMENTS AND RESIGNATIONS – Mr. Diacogiannis

PLANNING & ZONING – Ms. Versteeg

Ms. Versteeg shared there is a Zoning Hearing Board meeting on January 25, 2024, at the Hanover Township Community Center, to discuss the Validity Challenge for Red Bird Associates, as well as another variance request by a resident.

DEVELOPMENTS – Mr. Prendeville

Note for the Record – UHS/LVHN Behavioral Hospital

Mr. Prendeville noted for the record, UHS/LVHN Behavioral Hospital-Schuylkill Health System Development Corporation is granting the Township an extension under the MPC deadline to April 8, 2024.

ADMINISTRATION – Mr. Gross

Appointment of Zoning Officer/Building Code Official

Mr. Gross moved to appoint Tracy Luisser as Zoning Officer/Building Code Official effective January 23, 2024. I further move to adopt Resolution 2024-07.

Mr. Prendeville seconded the motion.

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

Mr. Versteeg congratulated Tracy on her promotion.

Authorization to Advertise the Building Code Official/Zoning Assistant Position

Mr. Gross authorized the Township Secretary to advertise the Building Code Official/Zoning Assistant Position.

Ms. Versteeg seconded the motion.

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

Ms. Lawless explained that we are anticipating working with a third-party vendor for property maintenance as well as hiring an assistant to assist Ms. Luisser with her duties.

Amendment of Township Policy 4 – Agendas and Township Policy 15 – Record or Preliminary/Record Plan of Approval

Mr. Gross moved to amend Policy 4 – Agendas and Policy 15 – Record or Preliminary/Record Plan of Approval effective January 23, 2024.

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' meeting agendas must notify the Township Secretary five (5) business days before the scheduled meeting date. The five (5) business days shall not include the day of the scheduled meeting or any holidays on which the Township Building is closed. The semi-monthly Board of Supervisors' meetings generally occur on a Tuesday. Therefore, submissions would be required by

4:00 pm on the preceding Tuesday. Meeting agendas will be furnished to the Board. They will also be displayed at the township building and posted on the township website by noon two (2) business days prior to the meeting. See also Policy 15.

Adopted October 13, 2020
Amended January 23, 2024

Policy 15
Record or Preliminary/Record Plan Approval

It is the policy of the Board of Supervisors that any Plans being placed, for a vote of Record or Preliminary/Record Plan approval, on the Board of Supervisors' meeting agenda shall be complete in all aspects. It must be received by the Township Secretary no less than twelve (12) business days prior to the next regularly scheduled semi-monthly meeting of the Board of Supervisors. The twelve (12) business days shall not include the day of the scheduled meeting or any holidays on which the Township Building is closed. The semi-monthly Board of Supervisors' meetings generally occur on a Tuesday. Therefore, submissions would be required by 4:00 pm on the third preceding Friday. Meeting agendas will be furnished to the Board. They will also be displayed at the township building and posted on the township website by noon two (2) business days prior to the meeting. See also Policy 4.

Adopted October 13, 2020
Amended January 23, 2024

Ms. Versteeg seconded the motion.

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

Approval of Background Check Proposal

Mr. Gross moved to appoint Intercounty Investigations and Solutions to perform background checks for the selection of the Township Manager.

Ms. Versteeg seconded the motion.

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

Michael Fina, 1271 Bonnie Avenue, asked questions regarding the background check proposal. Joan Steinberg, 4417 Tracy Lane, questioned if this program is redundant to what Hanover Township already has in place for new hires. Mr. Broughal explained that the program is to be used to perform a more thorough background check for the Township Manager and any other new employees hired.

Resolution - Embassy Bank Resolution of Lodge, Association, or Other Similar Organization

Mr. Gross moved the Board to adopt Resolution 2024-8 to update the signature cards with Embassy Bank for the Lehigh Valley. I further move that the Township is appointing Chair Lawless, Vice Chair Versteeg, Treasurer Bucko, Assistant Treasurer Lymanstall as the signatories on the accounts. Checks drawn on the accounts require two signatures. The resolution supersedes all previous resolutions.

Ms. Diacogiannis seconded the motion.

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

Resolution - Truist Resolution and Authorization for Legal Entities for STAM Account

Mr. Gross moved the Board to adopt Resolution 2024-9 to update the signature cards with Truist. I further move the Board to authorize Chair Lawless, Vice Chair Versteeg, Treasurer Bucko, Assistant Treasurer Lymanstall to execute the Addendum for a Legal Entity with Truist.

Ms. Versteeg seconded the motion.

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

Grow NORCO Grant – DISCUSSION

Discussion to instruct Treasurer on how to proceed with 2023 Grow NORCO grant budget revision documents for Northampton County regarding the fitness park at Monocacy Park. Does the Board want to complete the whole project or complete just the adult section?

The Board unanimously agreed to proceed with the adult section of the fitness park due to the grant amount received within the Grow NORCO Grant. The adult section park would benefit the adults since there is a playground in place at Monocacy Park. The remainder of the fitness park will be discussed at a future time. The total cost of the whole fitness park would be estimated to be around \$91,800.00. Hanover Township received \$20,000 from the Grow NORCO Grant. The total cost for the adult fitness park is \$49,741.90.

Mr. Gross moved the Board to accept the Grow NORCO Grant for \$20,000 to be used at Monocacy Park for the adult section fitness park.

Mr. Diacogiannis seconded the motion.

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

HTCC Equipment Needs – DISCUSSION

Mr. Terenzio explained to the Board that the Smith Machine Bench Press in the weight room at the Community Center is not functioning. Mr. Terenzio compared the cost to replace the machine vs. repair the machine and the goal is to repair the machine. The cost to repair the machine is estimated to be \$700.00. Mr. Terenzio also explained the membership card printer is broken. IntermixIT could not fix the problem and recommended we purchase a new card machine. The cost of the card machine is estimated to be \$1,000.00.

Mr. Gross motioned the Board to authorize Mr. Terenzio to repair the Smith Machine Bench Press for a cost up to \$700.00 and to replace the membership card reader for a cost up to \$1,000.00.

Mr. Prendeville seconded the motion.

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

PUBLIC WORKS – Mr. Diacogiannis

Taskmasker Grinder Model TM8512

Mr. Diacogiannis moved the Board to authorize the Chair or Public Works Director to sign the purchase order for the Taskmasker Grinder Model TM8512 from Axiom, Inc. in the amount of \$35,448.75. This purchase would be paid out of the East Sewer Capital Reserve Fund.

Mr. Prendeville seconded the motion.

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

Mr. Limpar explained the Taskmasker Grinder could take 11-12 weeks to arrive. Ms. Lawless questioned how much money was left in the reserve. Mr. Limpar stated there is not much left in the account.

Silent MSGR CHR – LED Portable Information Board

Mr. Diacogiannis moved the Board approve the purchase of the Silent MSGR CHR – LED Portable Information Board from Main Stream Industries, Inc. in the amount of \$18,390.32. It is noted for the record that this is a budgeted purchase.

Mr. Prendeville seconded the motion.

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

Salvatore Scibetta, 1850 Mark Twain Circle, questioned where the message board would be placed. Mr. Limpar explained that the message board would be used for big events, parking, road closures, road detours, and construction.

Skatepark – DISCUSSION

Mr. Diacogiannis moved to authorize the Engineer to investigate and prepare the appropriate documents to formally bid a skatepark installation on Township property. Note – The skatepark is a budgeted 2024 expense.

Mr. Prendeville seconded the motion.

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

Mr. Prendeville expressed concern about the liability for the skatepark. Ms. Lawless asked Mr. Terenzio and Mr. Limpar to determine a location for the skatepark. There was a discussion as to whether the skatepark should be lighted for night use raised by Mr. Terenzio. The skatepark is entering the planning phase and this is one of the issues to be addressed by engineering in concert with HTCC staff and potential users.

Telly Diacogiannis, 1370 Bonnie Avenue, suggested the Board reach out to local skate shops for recommendations.

Pickleball Court Fence - DISCUSSION

There has been a request to add height to the perimeter of the fence and add wind screening. Mr. Kocher explained that the height was discussed but Pete Darlington studied the plan, and the fence height should be higher for high level tournament play. The options to upgrade would be the following:

8ft - \$9,570.00 for the fence and the wind screen would be \$4,200.00.

10ft - \$10,222.00 for the fence and the wind screen would be \$5,250.00.

Mr. Limpar stated the windscreen on the tennis court was destroyed over time, but the windscreen is 100% needed for the new pickleball courts. He suggested planting arborvitaes to protect the screening. Mr. Limpar also suggested increasing the height of the fencing around the new pickleball courts to 8ft. The Board agreed.

Mr. Diacogiannis moved the Board to adjust the fence height to 8ft and to include the windscreen for a cost not to exceed \$6,000.00.

Mr. Prendeville seconded the motion.

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

COURTESY OF THE FLOOR

Library liaison, Telly Diacogiannis, stated the book sale starts January 24, 2024-January 27, 2024, and more information can be found on the Bethlehem Area Public Library's website. Mr. Diacogiannis stated the library is looking for book donations and if anyone needs help transferring the books there, he is happy to help.

Mr. Prendeville thanked Mr. Diacogiannis for his participation.

STAFF REPORTS

Engineer – Mr. Kocher noted that the Lord Byron storm project will be advertised on PennBid January 24, 2024. Bids are due March 6, 2024, and will be considered by the Board of Supervisors on March 12, 2024.

Solicitor – Mr. Jim Broughal handed out a proposed Zoning Ordinance Amendment dealing with the Conditional Use in the AFHBD Zoning District and asked that the Ordinance be put on the next Agenda for action to proceed with the legal process of adoption.

Recreation Director – Mr. Terenzio reported that the programming at the Hanover Township Community Center is going well. Junior Tennis Clinic starts in 5 weeks and it's for ages 6-16. Hanover Hoops games are starting. The Martial Arts Program has twenty students enrolled and it will begin April 13, 2024. Chair Yoga has been having great attendance. Pickleball clinics are going well, and the February clinics are available. The community center is seeing a great turnout in rentals.

Public Works Director – Mr. Limpar reported that winter is here, and the snowstorms are hard to predict. The Public Works Department worked a total of 14 hours during the last snowstorm. Mr. Limpar stated he has been communicating with other Public Works Departments to gather information on how they combat the storms. Yard waste barrels have been placed outside with no lids, which caused the waste in the barrels to freeze. Mr. Limpar recommends placing lids on barrels to prevent this. Yard waste is completed until Spring.

Ms. Versteeg asked Mr. Broughal about making Mr. Limpar a Code Officer so that he can have the ability to write tickets for cars parked on the streets during snow emergencies. Mr. Prendeville stated that tickets are necessary for grass parking, sidewalk parking, and snow emergencies.

Stephanie Anthony, 40 Lynnwood Drive, shared her concerns about the group homes parking on the street. She said that it would not be fair for them because that is their place of employment.

Ms. Lawless and Mr. Diacogiannis explained that it is repeat offenders who are parking in prohibited areas.

Mr. Diacogiannis noted that the Township provided yard waste barrels that are increasingly being misused. Despite frequent warnings, many residents are using them for their trash disposal. This creates several problems. It confuses and causes unnecessary stops for the Township employees on the yard waste pickup team. It's unnecessarily adding wear and tear on township provided resources (the yard waste barrels). It also creates confusion for the trash collection company who is not supposed to handle the township yard waste barrels. We need to do a better job getting the message out to residents, especially those who have recently moved into the township, to only use those barrels for yard waste, NOT trash/garbage.

Ms. Lawless noted the next Board of Supervisor's meeting will be February 13, 2024, at 7:00pm.

Upon motion of Mr. Prendeville the Board adjourned at 8:20pm.

Kimberly R. Lymanstall
Secretary