

HANOVER TOWNSHIP, LEHIGH COUNTY
REGULAR COUNCIL MEETING

April 3, 2019
7:30 P.M.

Present: Councilmen Heimbecker, Lawlor, Paulus, Tocci, Woolley; J. Jackson Eaton, III, Esquire; Al Kortze, P.E.; Christopher Garges; Vicky Roth

Absent: 0

Attendance: 8

Courtesy of the Floor: GoodMac Properties

Attorney Lisa Pereira introduced herself to the Board. She represents the Developer, GoodMac Properties. Ms. Pereira introduced Adam Goodman, the Developer, Rick Albertson, Ben Guthrie, Traffic Engineer and Jeff Beavan who is the Project Engineer. Ms. Pereira reminded the Board that they had been before them a little over two years ago, to first discuss their proposed development located at the intersection of American Parkway and Airport Road. At that time, they had discussed presenting a sketch plan to the Township which they did back in October, 2018, when they came before the Township Planning Commission to discuss the development of the project; which, if Council will recall, is a mixed-use project. This means there is a retail commercial component and a residential component in the form of apartments. Council may have already seen copies of those plans as they were recently submitted. Ms. Pereira said what they are here this evening for to discuss is that they are now at a point to discuss what they can do with the property to really get from Council a determination as to whether or not they are willing to enter a Zoning Text Amendment to permit a residential component in this zoning district. Currently, the use is not permitted within this district. Neither in Hanover Township or the City of Allentown, which they understand they need to work with them on the Zoning Text Amendment as well. With that said, Ms. Pereira turned over the mike to Mr. Goodman who is going to discuss with Council the handouts that they provided to them and give a history of where they started and where they are today. At this time, Mr. Goodman addressed the Board and gave them history on this project and where they are today with it. This evening they are presenting a modified version of the site plan that was presented to Council two years ago. They are proposing to put half of residential in City of Allentown and half in Hanover Township and half commercial in the City and half commercial in the Township. Mr. Goodman said they are hoping that this is a more amenable plan for the Township so they can proceed with the development. The Text Amendment approach is their effort to give the Township some control over the site. They would work with the Township and its professionals to come up with a very specific text to show what it looks like with design guidelines. The proposed plan on the commercial side may modify and is not set in stone. The key is whether or not they can get Council to buy into the residential component. Mr. Goodman said their plan provides for less traffic instead of it being all commercial which draws more traffic. He said mixed-development is a sign of the times and happening everywhere. In these days, there isn't a commercial development that doesn't have a residential component to it. Councilmen Heimbecker

- G. Mr. Garges is asking for Authorization from Council to prepare a Proclamation honoring the Pennsylvania State Police as they've done in the previous years.

Motion: I move that we authorize the Township Manager to prepare a Proclamation honoring the Pennsylvania State Police as presented.

Paulus, Heimbecker: Moved and Seconded

Heimbecker, Lawlor, Tocci, Woolley, Paulus: Aye Unan.

Mr. Heimbecker said with regard to the Troxell Street repaving, has the Township posted anything on line that says if someone is going to get concrete work done it has to be done by September 30? Mr. Garges replied not as of yet because they are waiting to see what the results are from the geotechnical study and depending what those are, they are not 100% sure that they are actually going to proceed with that project. Once they get the Study back, then they can proceed with something like this. Mr. Garges and Mr. Kortze discussed possibly entertaining adding an alternate as part of the bid to recurb the entire neighborhood. Mr. Garges said if the Township is going to be rebuilding the roads, that they include recurbing since the curb in place is estimated to be 80 years old. If investing to put new roadways, including the recurbing would make the project look cleaner. Mr. Kortze will work up some ballpark numbers to what it would cost to add curbing to the project if they get to that point and they will bring it to Council for consideration.

2. Al Kortze, P.E.
Township Engineer

A. As Council may recall as part of the FedEx project with Rockefeller and the road improvements that they had to relocate the sanitary force main that comes in to the pump station and heads up toward Willowbrook Rd. Last year they did the stretch up Airport Road primarily and held off on Race Street and this year they essentially just finished the complete relocation of the sanitary force main along Race Street and today they were wrapping up the testing. Mr. Kortze said that part of the project is completed. If you happen to see any type of long utility work taking place there, it's on the east side of Airport Road and the north side of Race Street where the force main has been relocated. Pending the testing it will be switched over.

3. J. Jackson Eaton, III, Esquire
Township Attorney

Mr. Eaton had nothing to report this evening.

Unfinished Business: None.

New Business:

1. Bill No. 2019-02, An Ordinance Amending Chapter 1, Part 7 of the Statutory Code of Hanover Township to Provide a Job Classification for an Emergency Management Coordinator and a Part-Time Receptionist (Public Hearing)

Mr. Garges introduced this at the last Council Meeting. As it states, the Township is looking to add the positions of Emergency Management Coordinator (EMC) and a Part-Time Receptionist to its Roster. Mr. Garges included the Job Descriptions for them as well. If Council is so moved to adopt this Ordinance, the next step would be by Resolution adopt the Job Descriptions. Should we move forward with the EMC, Mr. Garges' recommendation would be that the Township would have a small committee including himself, someone from Council and the Fire Chief to solicit and interview any potential candidates for the position and make a selection. Mr. Garges also put information in Council's packets regarding the stipend that he recommends for this position. As he mentioned at Council's last meeting, the EMC position does have a substantial list of duties, qualifications and requirements. Mr. Garges also included the results on a study that he did and got responses from 14 municipalities to get a ballpark of it and what they pay their EMCs. More than half of them do pay some form of either stipend or one of them was full-time. The average was \$2,000 per year. Mr. Garges' recommendation to start this program would be a \$1,500 stipend. Mr. Tocci questioned who is the EMC presently or who had been doing all the duties of the EMC. Mr. Garges' replied that this goes back to last year when he did a similar Ordinance for the Fire Marshal who was a Han-Le-Co Fire Marshal but not for the Township. Mr. Garges created a Fire Marshal position so he operates as both, but he can act on official capacity as a classified employee. This would be creating the same thing for the EMC position which was previously held by the Fire Chief, Robin Yoder who resigned from the position at the end of last year. He is still holding the position on an interim basis. The Township does have the need. Last year, Vicky Roth, Township Clerk, and Mr. Yoder were involved with an update of the Lehigh Valley Hazard Mitigation Plan and part of that requires the Township to keep their Emergency Operations Plan up-to-date, which is a little behind. This would be one of the first items the EMC position would work on.

Motion: I move that Council approve Bill No. 2019-02, Bill No. 2019-02, An Ordinance Amending Chapter 1, Part 7 of the Statutory Code of Hanover Township to Provide a Job Classification for an Emergency Management Coordinator and a Part-Time Receptionist as Ordinance No. 611 as presented with an annual stipend of \$1,500.

Heimbecker, Tocci: Moved and Seconded

Heimbecker, Lawlor, Tocci, Woolley, Paulus:

Aye

Unan.

2. Resolution No. 2019-29, A Resolution Establishing a Job Description for the Township Emergency Management Coordinator (Vote)

Mr. Garges said this is the Resolution that would adopt this Job Description. This Job Description was forwarded to Robin Yoder and now Fire Chief, Garren Knoll. Both have reviewed it and have no additions or comments. Moving forward, the EMC, should Council adopt the Job Description and select a candidate and name them the Township's EMC, would get submitted to Lehigh County and Lehigh County would have it approved by the governing body and they would be

formerly appointed through the Pennsylvania Emergency Management Association (PEMA). This is the Township's first step in getting this position set up for the Township.

Motion: I move Council adopts Resolution No. 2019-29, A Resolution Establishing a Job Description for the Township Emergency Management Coordinator and attaching the description from the Hanover Township, Lehigh County, Emergency Management Coordinator as presented.

Heimbecker, Lawlor: Moved and Seconded

Heimbecker, Lawlor, Tocci, Woolley, Paulus:

Aye

Unan.

3. Resolution No. 2019-30, A Resolution Establishing a Job Description for a Receptionist (Part-Time) (Vote)

Mr. Garges said this Job Description was put together and reviewed by the current Receptionist, Anna Wegfahrt, and himself. The Township was recently awarded an Internship through the Pennsylvania Municipal Internship Program. A local student who is currently enrolled in the Criminal Justice Program was approved for up to 20 hours per week mid-May through mid-August. The State Program will pay up to 20 hours per week at \$15 per hour for the student. The student would be at the Township as an internship. Mr. Garges would like to bring back last year's summer intern, Geoff Schneider, in this Receptionist position through the summer. Mr. Garges feels that between the Intern's and Mr. Schneider's knowledge the Township could get a lot of the scanning and Munilogic materials up-to-date and then hire a Receptionist after August for Mr. Schneider's replacement once he returns to school. Should Council adopt this Job Description, this is what Mr. Garges would like to do moving forward. A discussion ensued.

Motion: I move that Council approve Resolution No. 2019-30, A Resolution Establishing a Job Description for a Receptionist (Part-Time), including the Hanover Township, Lehigh County, Job Description as presented.

Heimbecker, Woolley: Moved and Seconded

Heimbecker, Lawlor, Tocci, Woolley, Paulus:

Aye

Unan.

4. Bill No. 2019-03, An Ordinance Amending Chapter 18, Part 2 of the Statutory Code of Hanover Township to Provide for a Reduced Sewer Allocation Reservation Fee, Collection of Accrued Capital Costs as a Tapping Fee Upon Issuance of a Sewer Permit and Providing for Transfer of Sewage Treatment Capacity from Hanover Township to Other Municipalities (Introduce)

Jackson Eaton, Township Attorney, said the Township presently has fees for individuals who want to hook up to the Township's sewer line. One of the things the Township does is capture any past capital charges that they've been accruing to have the capacity available for the treatment of their sewage. The state laws applicable to the Township permit municipalities to do this, but use different terminology for the procedure. The Township has a reservation fee that captures

all past capital charges and if a developer comes in and wants to get assurance that it has that capacity, it has to pay that amount at the time it makes that request. The state law distinguishes and says you can charge them the full amount when they tap in then you can charge them the full amount of capturing the past capital charges. For reserve capacity, it is less. If they want to reserve the capacity, they can do it for a limited period of time. The money is not lost, but the state law appears to be that they want developers to reserve the capacity and have three years to complete the construction and then pay the full amount so they are not carrying all the charges during development. This change amends the Township's Ordinance to use the state's terminology and it is when you pay the tapping fee that you capture all the past capital charges and the reservation fee is still paid at an earlier time which is less than the full capacity. There is no limit on transfers of capacity to another municipality and you can work out whatever deal you may want. Mr. Eaton said essentially, he is trying to revise the Township's Ordinance in accordance to more recent changes in the state law. At the time the Township's Ordinance was established, none of these distinctions were in the state law. Over the years, this has changed.

Mr. Garges said that at this time Councilman Heimbecker asked that he be excused from the meeting for a prior commitment and left at 8:18 p.m.

5. Bill No. 2019-04, An Ordinance Amending Chapter 20, Part 4, Section 403 of the Statutory Code of Hanover Township to Establish a Date for Mailing Bills for Solid Waste Collection and Recycling Fees and to Allow Waiver of Collection of Such Fees in Any Year by Resolution of Council (Introduce)

Mr. Eaton said that the Township has had on its books an Ordinance for the collection of fees for solid waste and has been the practice of Township Council over the years to waive those fees as a service to the community. There has not been any formal process for this and after previous discussions Council has decided that the Township should have a specific procedure in place if someone requests to see the Ordinance and see that it is being followed. This provides that by Resolution the Township can waive the payment. This needs to be done before the date a bill would be sent out. This establishes a mailing date for the bills and, therefore, Council's approval to waive the fees would go out before that mailing date. It so happens it's in the middle of December or end of December and will be a nice holiday bonus for the residents if Council passes the Resolution waiving the fee. Mr. Garges said that at Budget time, Council can see where the Budget falls and then can do the Resolution to waive the fees based on how the Budget looks for the next year.

6. A Purchasing Policy for Hanover Township (Review and Discussion)

Mr. Garges said he briefly touched on this earlier in the meeting. This proposed Policy before Council basically has a three-step process for the Township's purchasing of Fire Department's assets. It starts in the Budget time. They will look at Capital and General Fund Budgets. The Township will require that the Fire Company look more closely into what they need to purchase for that year and the Township will budget accordingly for those items. Then it moves into Section

B, Purchases. Three tiers will be set up. For anything under \$1,500, the Township would reimburse the Fire Department at the end of each month based off the Fire Department consolidating their invoices and bringing them into the Township with a description of what they are purchasing and why. This is being done in a move to eliminate a bunch of small checks being cut by the Township and basically trying to streamline the smaller bills. The Township would need a Request to Purchase for anything over \$1,500 and be sent to the Township Manager detailing what item they are purchasing and the line item in the Budget they are charging it to. If there would be more than one vendor, the Township would require the Fire Company to get quotes to make sure they are getting the best price. Anything over \$11,100 and not exceeding \$20,600 would require at least three telephone quotes and anything over \$20,600 would require proper advertising and bidding. Some purchases are exempt under the Pennsylvania Statute and if they are purchased under a cooperative purchasing program. If the Fire Company has anything that is an emergency, they can go ahead and purchase it and then follow up within three days and let the Township know that they made an emergency purchase so that our Accounts Payable Department can be prepared to expect that. Lastly, from an asset standpoint, Mr. Eaton made a suggestion that they would like at the end of January of each year that the Fire Company submit an inventory of all their assets and apparatus from the previous year and with that inventory also submit a summary of the equipment and apparatus assets that were disposed of during the year. This is so the Township can have a handle on what the Fire Company is buying and selling since they are Township assets. This is an overall study which Mr. Eaton has reviewed. Mr. Eaton said the Township should adopt it since it's a policy regarding individual's actions.

Motion: I move that Council adopt the Purchasing Policy for Hanover Township as presented by the Township Manager.

Paulus, Woolley: Moved and Seconded

Mr. Woolley said this is good and probably should have had a policy a long time ago. Mr. Garges said they are looking at piggybacking this policy and getting something in writing on how the Township operates currently with their internal procedures. It will be a global policy for the entire Township. This evening it is specifically geared to how the Township buys for the Fire Company. A discussion ensued.

Lawlor, Tocci, Woolley, Paulus:

Aye

Unan.

Courtesy of the Floor: None.

A discussion ensued regarding GoodMac Properties.

Adjournment:

The meeting was adjourned at 8:34 P.M.

Respectfully submitted,

Christopher J. Garges
Township Manager