

HANOVER TOWNSHIP, LEHIGH COUNTY
SPECIAL COUNCIL MEETING

January 14, 2019
7:30 P.M.

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

Absent: 0

Attendance: 4

Courtesy of the Floor: None.

Approval of Minutes: December 19, 2018 Regular Council Meeting
December 27, 2018 Special Council Meeting

Motion: I move we waive the reading of the Minutes of the December 19, 2018 Regular Council Meeting and accept same as presented.

Paulus, Woolley: Moved and Seconded

Lawlor, Tocci, Woolley, Paulus:

Aye

Heimbecker:

Abstained

Motion: I move we waive the reading of the Minutes of the December 27, 2018 Special Council Meeting and accept same as presented.

Paulus, Lawlor: Moved and Seconded

Lawlor, Tocci, Woolley, Paulus:

Aye

Abstained

Reports:

1. Christopher J. Garges
Township Manager

A. Mr. Garges said that he had nothing to report regarding the Troxell Street geophysical study. He thought he'd have the second price by this meeting. Speaking to both of the contractors, it looks like it would be a one-day operation. His estimate is that it will be in the \$13,000 to \$16,000 range. Mr. Garges said he should have that by next meeting for discussion.

B. Mr. Garges said the new website he mentioned earlier to Council went live. At this time, he needs authorization from Council to pay the invoice. The original quote was \$10,000. It came in at \$9,925.

Motion: I move that we authorize payment to NA Studios for new website in the amount of \$9,925.

Paulus, Woolley: Moved and Seconded

Heimbecker, Lawlor, Tocci, Woolley, Paulus:

Aye

Unan

- C. Mr. Garges also asked for authorization to pay for gas monitoring systems for the Township's three pump stations. Currently, the Township uses the program Telog, which basically gives the Township access reporting via cell phones, alarms, pump volumes, etc. The monitors would be connected through this program as well and would alert the Township with alarms. It would also alarm us if certain gases get to a certain point, they would automatically turn off and start to try and bring those levels down. This would be done through the company the Township purchases Telog through and their name is Technical Devices. To do this work, it costs \$22,146. Mr. Garges basically they are doing this as a safety measure so Public Works doesn't walk into a pump station trying to do their work and not realizing gases that they can't detect. There are procedures currently in place, but this is much more of a proactive way to keep things safe. Mr. Paulus asked Mr. Garges if this detects the sewer gas and at this point Jeff Mouer, Public Works Supervisor responded that yes, methane, oxygen level and hydrogen sulfite.

Motion: I move we authorize payment to Technical Devices in the amount of \$22,146 as presented.

Heimbecker, Lawlor: Moved and Seconded

Mr. Paulus asked Mr. Mouer if this is new or it has been around and Mr. Mouer replied that it's been around and it's been on his radar.

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

- D. Mr. Garges mentioned that the Lehigh County of Township Officials ("LCATO") is having their Winter Convention on Friday, February 1, at 6:30 p.m. He sent an email out to Council members and as of now Mr. Heimbecker replied he would be attending and Mr. Garges will get him signed up. Mr. Heimbecker said if a council member does not get a chance to attend the Pennsylvania State Association of Township Supervisors ("PSATS") Convention and hear about the legislative updates, a representative from PSATS does attend the winter convention and does go through changes and how things have been improved. This is a good way to get updates if not attending the PSATS Convention. Mr. Tocci asked what the date was again and Mr. Garges responded. Mr. Heimbecker said that he and Mr. Wegfahrt attended last year and they sat with Senator Pat Browne. Mr. Garges told Mr. Tocci if he is interested in attending to email him and he would get him signed up.
- E. Mr. Garges said he is seeking a Motion to authorize sending Chairman Paulus and Mr. Heimbecker to the PSATS Convention which is in April

Mr. Garges and Councilman Heimbecker attended the Lehigh Valley Planning Commission ("LVPC") mandatory informational meeting to kick off the open call for the Lehigh Valley Transportation Study ("LVTS") projects to be included in their long-range plan. Submission deadline is January 25, 2019. Staff will prepare a draft list for Council to review and/or discuss. If Council is fine with the list, Mr. Garges will individually put each project and submit it through the

- LVTS and some time in March there will be a short presentation required to outline, in person, what the goal and scope of the project would be. Mr. Garges will follow-up on this in the next meeting or two once the staff gets to put something together.
- F. Mr. Garges gave an update on the PennDOT Airport Rd. SB widening project. It will go out for bid in March/April 2019 for construction during 2019 season and finished by 2020. Some minor things might go into the following year. Mr. Garges said it sounds like next year the entire southbound side of Airport Road will be construction from Schoenersville Rd. down to Route 22. This information came from PennDOT.
- G. Mr. Garges gave an update on Munilogic, our new software system. Training was held on December 18 with a final day of training on December 20 and should be operational, up and running after training. The first training day was a very good day. Everyone got to see a lot of Munilogic has built into the programs. Everyone is excited to get moving on this program.
- H. Mr. Garges said the website redesign is nearing completion and will be done early January. He said everything is coming together within the next few weeks between the new software system and new website redesign. Councilman Woolley asked if the website will have access to other social media, i.e. Facebook, etc., and Mr. Garges replies, yes it will. He said there will be a feed right in the front page of the website so anything that gets posted on Facebook, it will populate onto the website. Mr. Garges mentioned that the Township is also working on the Emergency Alert System. There will be a button on right on the website called NIXLE that anyone, even residents, can sign up via text, email and then the Township can push out road closures, water main breaks and those type of things right through that link.
- I. Mr. Garges reported that he, Jeff Mouer, Public Works Supervisor, and Chairman Paulus interviewed the top five applicants this week for the new road crew position. They will be calling at least one back for a second interview. Mr. Garges would like to have something for the Board by January 7 for a possible hire date of January 14. Mr. Paulus said it was a really hard choice between three of the applicants. He said they pulled five out of 18 applicants. Mr. Woolley asked if the applicants had experience and Mr. Paulus replied, yes.
- J. Mr. Garges reported that the LVPC has scheduled a Census meeting for January 22 from 3:00 – 5:00 p.m. There will be a presentation by US Census Bureau and LVPC will be working toward the formation of a “Complete Count Committee”. Mr. Garges will mention it again at later meetings as he gets more information. Mr. Garges asked if anyone on Council would be interested in being on the committee. We only have approx. 1,600 residents so there wouldn’t be many to poll. He is just throwing it out there for Council’s consideration and if a Councilmember decides it’s something they might want to do, they should let him know.

- K. Mr. Garges reported on the nominations for appointment of Township Auditor for the 2018 calendar year. He said there have been three presentations over the last three meetings. Buckno Lisicky presented on November 19 and came in with a proposal of \$15,000, Campbell, Rappold & Yurasits presented on November 7 and came in with a proposal of \$15,500 and France, Anderson & France presented on December 5 and came in with a proposal of \$14,000 for three years and said he would honor that if Council just wanted to go for one year as well moving forward. Normally, an Auditor would be appointed at the Township's Reorganization Meeting. That date is Monday, January 14, 2019. Mr. Garges would like Council to decide which firm to move forward with so staff can prepare a Resolution in advance. Mr. Woolley said he would like to stay with our present Auditor, France, Anderson and France. He feels they do a good job and obviously they are the least expensive and the Township has had them for a long time. Mr. Tocci asked Mr. Garges if he said at the last meeting that he prefers the version that is not bound or bound and Mr. Garges said he would prefer to get what the Township has been getting which is the bound version. Councilman Lawlor said if the Township Manager is comfortable working with the Auditor we presently have, France, Anderson, he is fine with continuing the relationship. Mr. Paulus likes the idea that France, Anderson proposed the three-year guaranty at same price and he knows the Township and Township Manager has a good working relationship with them. A discussion ensued.

Councilman Tocci asked Mr. Garges to explain what he was talking about when he mentioned the widening of Airport Road and what part of Airport Road would be under construction this spring and summer. Mr. Garges said that as Rockefeller/FedEx improvements, they will be working from Schoenersville Road down to Airport Road to the first hangar, adding a lane, on the right going southbound and PennDOT will pick up at that point and run it down to Route 22 interchange. A discussion followed.

2. Al Kortze, P.E.
Township Engineer

- A. Mr. Kortze gave a follow-up to the work on Willowbrook Road, weather permitting, should be done tomorrow. To put the waring on, temperature must be 40 and above. It's a tight window, but Mr. Kortze feels it will be done tomorrow. Also, with the FedEx project, they have completed the force main tie in. They are working on the testing presently. Mr. Mouer was out at the pump station. They are finalizing the testing.
- B. Mr. Kortze reported on the Valley Plaza Sanitary Sewer. He said they started doing some of the background work on it. They are going to go out and get some location survey work just to see the limits of where the work will be and to make sure that there wouldn't be anything in the way that they would have to include into the specifications. He anticipates having this ready for March for going out to bid if not sooner.
- C. Mr. Kortze thanked Council for having his firm for 2018 and he said it's been a pleasure working with Council and certainly with staff and Jackson Eaton, the

Township Attorney. He wished Council and staff a Merry Christmas and Happy New Year. Council thanked Mr. Kortze.

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

- A. Mr. Eaton reported on the item that he and Mr. Paulus had discussed and at times with Mr. Heimbecker regarding the developer Rockefeller from the Infrastructure Agreement to provide some development within the Township and to accommodate that. Mr. Eaton said they are requesting a revision to the Zoning Ordinance to change the Planned Commercial (“PC”) designation on the west side of Willowbrook Road to Planned Industrial Office (“PIO”). Right now, from Race Street about halfway up Willowbrook Road on the left-hand side, it is PIO and the rest of the half going up to Allen Township on the west side of the road is PC. This would change the whole left side of Willowbrook Road to PIO. It would be the same and would be more conducive to development. On the right side or east side of Willowbrook Road, there is an abutting parcel that’s right up at the Township line with Allen Township of about 19 acres. That entire area would then be PIO and would be available for development. There are two plans as exhibits to the Ordinance that shows the areas that are going to be proposed for rezoning. That area would be rezoned and this would be an introduction and would be another 30 days until the Lehigh Valley Planning Commission and the Hanover Township Planning Commission would have an opportunity to look at this and make recommendations or comments and obviously Council can do that as well. Mr. Paulus said they have been after the Airport to release some of the land that they have commandeered in the Township so the Township could get some taxes out it. He said between the Airport and Rockefeller, they are coming up with the idea that they will release some land in the Township and the Township has been asking them for this and Mr. Paulus now sees an opportunity since he believes no one will build houses there for now near a four-lane highway and FedEx facility. Councilman Tocci asked Mr. Eaton regarding the handout that he gave Council, the area colored in yellow would be the area that is going from PC to PIO and he wanted to know if the other side was residential. Mr. Eaton replied, yes. A discussed followed. Mr. Tocci asked if on Exhibit “A” where you see the dotted, has it been abandoned by the Airport or is that still part of their long-term plan. Mr. Garges replied that those are runway extensions. Councilman Woolley said that is the Airport’s originally proposed runway that is going to run across Race Street. Mr. Tocci asked if the Airport was still planning on moving forward with that and Mr. Paulus replied that it is in the Airport’s 20-year plan.

4. Maintenance (Written)

5. Storm Water Issues – None.

6. Fire Company Report (Written)

Mr. Paulus said the Fire Company as of January will be changing their Chief and Assistant Chief, which was voted on. He said the current Assistant Chief will become the Chief.

7. Code Enforcement (Written)

8. Treasurer's Report (Written)

Motion: I move we accept the computer printouts dated December 19, 2018, for the General Fund Account, Capital Reserve Account, Escrow Account, Liquid Fuels Account, Sewer Account and Water Account subject to audit.

Paulus, Woolley: Moved and Seconded
Lawlor, Tocci, Wegfahrt, Woolley, Paulus: Aye Unan.

9. Building Inspector Report (Written)

Unfinished Business:

1. Bill No. 2018-14, An Ordinance Amending the Statutory Code of Hanover Township to Prohibit Vegetation in Excess of Eight Inches in Height Within a Five-Foot Radius of a Fire Hydrant. (Public Hearing)

Mr. Garges said this was introduced at the last meeting. The current Code specifically speaks more toward snow removal around fire hydrants. This will give the Township the ability to enforce vegetation around the hydrants and to make sure they are accessible to the fire company. Mr. Paulus said the Township already has an ordinance for height restrictions for vegetations. He wanted to know how this Ordinance will differ from the one that is already in place. Mr. Eaton responded that the difference is there will be no exceptions. A resident could plant plants, i.e. hydrangeas, anywhere they want in the yard but not around fire hydrants. He said the general Ordinance allows "ornamental" plantings anywhere in your yard and this Ordinance before Council does not have an exception from that. Mr. Paulus said he thought when "vegetation" was mentioned that it meant weeds and grass and Mr. Eaton replied, it covers everything within a five-foot radius. A discussion followed. There were no questions from the floor and Mr. Paulus closed the Public Hearing.

Motion: I move we adopt Bill No. 2018-14, An Ordinance Amending the Statutory Code of Hanover Township to Prohibit Vegetation in Excess of Eight Inches in Height Within a Five-Foot Radius of a Fire Hydrant and accept same as Ordinance No. 608.

Paulus, Lawlor: Moved and Seconded
Lawlor, Tocci, Woolley, Paulus: Aye Unan.

2. Bill No. 2018-15, An Ordinance Authorizing the Township Manager to Execute a Deed and Assignment to Transfer Willowbrook Road to the Commonwealth of Pennsylvania Pursuant to Act 2016-11 (Public Hearing)
3. Mr. Garges said this was discussed at the last meeting. This Ordinance would be allowing the himself as Township Manager to execute the Easement documents for the turnover of Willowbrook Road to PennDOT. Mr. Paulus said the sooner, the better. Mr. Eaton said when everything is done to the Township's satisfaction, this does not direct Mr. Garges, it authorizes him so he can use his discretion to make certain that everything that needs to be completed is completed.

Motion: I move we adopt Bill No. 2018-15, An Ordinance Authorizing the Township Manager to Execute a Deed and Assignment to Transfer Willowbrook Road to the Commonwealth of Pennsylvania Pursuant to Act 2016-11 and accept same as Ordinance No. 609.

Paulus, Woolley: Moved and Seconded

Lawlor, Tocci, Woolley, Paulus:

Aye

Unan.

New Business:

1. Bill No. 2018-16, An Ordinance Amending the Statutory Code of Hanover Township, Chapter 1, Part 7, Section 1-744 to Add a Provision Providing for Reimbursement to Full-Time Employees for the Cost of Medicare Part B and D and Medigap Premiums (Introduce)

Mr. Eaton addressed the Board. He explained that the Township has had for a long-time medical insurance coverage for its employees through a group plan. For some years, the Township has allowed employees, when they reach the age of 65, to go onto Medicare. The employees had that alternative, but could have stayed on the Township plan. It is less expensive to the Township if the employee goes onto Medicare and the Township reimburse them for their Medicare insurance premiums and the Medigap and prescription plans. Over the years, the Township followed this, but it was never embodied into an Ordinance of the Township. This would be adding that practice to the Ordinances so if an employee has a spouse who is on Medicare and the Township employee may not be eligible for Medicare yet, the spouse goes on Medicare rather than staying on the Township's plan, which is a savings to the Township. If a spouse goes onto Medicare, the Township will pay those premiums involved in Part B, Medigap and Part D. There is a limit and the limit is the amount that the Township is paying through the group plans for the Township employee. There is a limit to this benefit, but it's meant to match that. Mr. Eaton said it's a benefit all around. Mr. Garges said this has been a matter of policy of the Township for quite some time and they wanted to memorialize it in the Code and it was also a recommendation from the Auditor that this be put into the Township's Code and not be a random policy. Mr. Garges said that Council had authorized this a year ago, when he started to draft it and look into some of the nuances of this Ordinance. He said that one nice thing about it from a management

standpoint is instead of the current policy whenever an invoice comes in for reimbursement from an employee or a spouse, the Township pays five to seven invoices per month. This will allow the employee to pay them all and then at the end of a month or once a month write one check. It will save some administration time and also some check writing. As Mr. Eaton mentioned, it is in Part B of Section 4 on the second page that says that should the Medicare premiums go up, the Township wouldn't pay more in Medicare premiums than the Township pays in current premiums for its plan. Mr. Garges said they put a limit on it that should it escalate the Township will not pay more to have someone on Medicare than it would cost to have them on the Township's plan. A discussion followed. Mr. Garges said a Section 3 was added which states that the benefit terminates upon the termination of an employee or once an employee retires.

Payment of Bills:

Motion: I move Council authorize payment of Payroll (11/30/18); Payroll (12/14/18), Voucher Nos. 24008-24026 (Prepays), Voucher Nos. 24027-24083 from the General Fund Account in the amount of \$392,795.49; Voucher Nos. 4399-4401 from the Capital Reserve Account in the amount of \$8,675.75; Voucher Nos. 162 from the Liquid Fuels Account in the amount of \$3,753.27; Voucher Nos. 4760-4761 from the Escrow Account in the amount of \$11,913.79; Voucher No. 4247, Voucher Nos. 4248-4255 from the Water Account in the amount of \$69,712.63; Voucher Nos. 5681-5683 (Prepays), Voucher Nos. 5684-5689 from the Sewer Account in the amount of \$43,866.44 for a Grand Total Expenditure of \$530,717.37.

Paulus, Lawlor: Moved and Seconded
Lawlor, Tocci, Woolley, Paulus:

Aye Unan.

Courtesy of the Floor: None.

Mr. Paulus requested an Executive Session after the meeting and Council would not be returning to the Regular meeting with any decisions. Mr. Paulus said the next Council Meeting will be on December 27, 2018 at 4:00 p.m. Mrs. Roth asked Council if they had a quorum for this meeting and Council responded, yes.

Adjournment:

The Meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Christopher J. Garges
Township Manager