

HANOVER TOWNSHIP, LEHIGH COUNTY
REGULAR COUNCIL MEETING

September 16, 2020
7:30 P.M.

Present: Councilmen Heimbecker, Lawlor, Paulus, Tocci, Woolley; J. Jackson Eaton, III, Esquire; Al Kortze, P.E.; Melissa A. Wehr; Vicky Roth; Pina Romano

Absent: 0

Attendance: 0

Courtesy of the Floor: None.

Approval of Minutes: August 19, 2020 Regular Council Meeting

Motion: I move we waive the reading of the Minutes of the August 19, 2020 Regular Council Meeting and accept same as presented.

Paulus, Lawlor: Moved and Seconded

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

Reports:

1. Melissa A. Wehr
Township Manager

1. Mrs. Wehr again extended the Township's Declaration of Emergency today and a copy is in Council's packets. Lehigh County has extended theirs until November 14, 2020. Mrs. Wehr will follow suit and extend the Township's until November 14 each week.
2. Mrs. Wehr and Jackson Eaton, Township Attorney, are still working on the RCN regarding the settlement of the franchise fees. Hopefully, they will see a resolution with this soon.
3. Regarding COVID-19, all the monies for the grant reimbursement have been submitted. Staff is still waiting to hear back from them.
4. If Council recalls, L&W Supply is at 1635 Airport Road and there was an issue over where they pay their taxes. Mrs. Wehr is working with L&W as well as Mr. Eaton to set up a meeting next week to discuss this matter further with them that they were correctly paying their taxes to Hanover Township.

5. Mrs. Wehr is happy to announce that Public Works is fully staffed. The newest employee is enjoying being a part of Public Works and is enjoying it. The new hire is working out great.
6. As Council may already know that Code Enforcement Officer John Lemos retired at the end of August. We will have a position to fill in that department in the near future. Staff will advertise for the position after they complete working on the Budget.
7. Mrs. Wehr has provided in Council's packets a copy of Han-Le-Co's Firemen's Relief Association Audit for their review.
8. The Township has received the Liquor Control Board's semi-annual Liquor and Malt Beverage License Fees, which means we received the second payment for the year.
9. Council will find in their packets a copy of the Northampton Regional EMS financial report for their review. If there are any questions, please direct them to Mrs. Wehr. If she cannot answer them, she will ask NREMS on Council's behalf.
10. Mrs. Wehr has provided Council with a copy of the Minimum Municipal Obligation for Hanover Township for the municipal pension plan. It is required by law as explained and has the worksheet with it. Mrs. Wehr will be reporting it back to the Pension Plan that it was presented this evening to Council.
11. Council will find a copy of the Pennsylvania State Police Labor Day Holiday Enforcement Release where they did results and Mrs. Wehr also emailed it to Council. She said it is very interesting. Their release showed higher rates of incidents this year than last year. Speeding citations in 2019 were 433 and in 2020 it was 524.
12. For Council's use and information, the Township was contacted by State Representative Jeanne McNeill regarding a shredding event that she is holding for Lehigh County. They were kind enough to include Hanover Township, Lehigh County. It is actually open to all Lehigh County residents. Individuals will have to show their driver's license. They are accepting electronics and doing shredding, which is a great thing since Hanover Township has boxes full that we are trying to get shredded and they are not being accepted anywhere because of COVID-19. If Council has anything that needs to be shredded or recycled, this will be a good place for them to go. As Council will see, there are fees for some items (i.e., monitors, TVs, etc.) It is the same fee as if you would take it to a recycling center.
13. Mrs. Wehr addressed Councilman Tocci. She told him that she spoke with Captain Granitz of the Allentown Police Department regarding the loud music. He proceeded to give Mrs. Wehr phone numbers of code enforcement officers

- and/or residents to call. Mrs. Wehr will send this information out to all members in an email. If there is loud music again, please contact them directly. They have a special number through Lehigh County Non-Emergency Radio and they will go out and investigate. They've been having problems. They tag them at one spot and then they move to another spot. Mr. Granitz said they will definitely work with the Township on this. Mr. Tocci thanked Mrs. Wehr for following up on this and asked her if Mr. Granitz mentioned if they have ever been cited or fined. Mrs. Wehr replied, yes, they tag them, cite and fine them, and they just keep moving to another spot. It is always different individuals. Mrs. Wehr will give these directives to our Code Enforcement Officers as well.
14. Mrs. Wehr addressed a question that was asked last month regarding the sinkhole on Maryann Way and if all the homeowners were back in their homes. Mrs. Wehr is happy to report that they are all back in their homes. That's the good news. The bad news is that at the beginning of the week another small hole opened up. It is being looked at and it is being taken care of.
 15. Mrs. Wehr said the Township has had several incidents and many phone calls regarding Chestnut Grove Park and the frequency of people coming in and out from the Days Hotel. There used to be a gate at the lower end between the hotel's parking lot and the park. For whatever reason, it wasn't installed when the fence was replaced or it was broken. Mrs. Wehr didn't know. Because of the many complaints from residents as well as Code, Mrs. Wehr had Public Works install the gate and locked it. Since doing that, Mrs. Wehr has noticed that she doesn't see the activity during the day like she did. What was happening is someone would pull up in the parking lot, walk through the gate to the park, and then get back in their car and leave, over a total of a few minutes which went on all day. Mrs. Wehr is hoping that was the deterrent we were looking for and move on to the next project.
 16. Mrs. Wehr reported that there were some minor issues with the Municipal Building's elevator. They have been fixed and elevator is up and running.
 17. Mrs. Wehr along with Councilman Paulus met with the Pennsylvania State Police to discuss many issues going on in the Township (i.e., the activity going on at the hotel, complaints from our mobile home park, the loud music, the stop signs on Troxell and Clarence and individuals not stopping at old Airport Road and Race Street). They will be looking into all these matters and take care of them. Mrs. Wehr also took the opportunity to introduce herself to them. Mrs. Wehr is encouraged that it is going to be a great working relationship with them as it has been; and, she will make sure it continues moving forward. A discussion ensued.
 18. Mrs. Wehr and Township representatives met with representatives from Rockefeller to discuss Lot 5A. They are looking forward to moving forward. Mrs. Wehr said they had some good discussions with Al Kortze, Township

- Engineer, and Jackson Eaton, Township Attorney. Mrs. Wehr is hopeful that the agreements will be signed soon.
19. Mrs. Wehr said there is a meeting with the property owner for Middle Lloyd scheduled tomorrow. They are looking to revisit their proposal from a few years ago regarding vacating the portion of Middle Lloyd. Mrs. Wehr will update Council after their meeting tomorrow.
 20. The Large Sign Permits have gone out.
 21. The Troxell Street Curb Project letters have gone out to residents. Mrs. Wehr has a copy of the letters for each Council member as well as payment sheet with an option to pay in full or go on a payment plan over three years. Also included is a list for Council's use only in case someone should approach you with a question. Everything highlighted in green have already paid. There was no letter sent to the ones in grey because of comments on the right-hand side of it.
 22. Mrs. Wehr was hoping to schedule some meetings with this evening with Council for Budget. Mrs. Wehr will have the Budget to Council by October 1. In following suit how we have been conducting meetings, the next regular Council meeting would be October 21. First Budget Hearing meeting will be on October 21 at 6:30 p.m. followed by October 26, November 2, November 9 and November 16 at 5:00 p.m. as needed. Mr. Heimbecker asked Mrs. Wehr if there will be a follow-up reminder and Mrs. Wehr replied, yes, there will be.
 23. Mrs. Wehr asked Council if they will be holding Trick or Treat this year and if so what date and time. Mrs. Wehr let Council know what surrounding municipalities were doing. Council decided to hold Trick or Treat Night on Friday, October 30 from 6:00 – 8:00 p.m. rain or shine. Staff will post on the website and Township's social media.

Councilman Tocci questioned Mrs. Wehr regarding her comments about the traffic from the Days Hotel to Chestnut Grove Park. Mr. Tocci noticed a lot of writeups on the Code Enforcement reports and he hadn't seen it before. He asked if the gate that Mrs. Wehr mentioned was something recent that it was broken or left open. Mr. Tocci doesn't recall earlier complaints regarding this matter. Mrs. Wehr replied that her understanding was that the gate was taken off because of some complaint's years ago from patrons of the hotel having to walk around to get into the park to get back to the playground area. However, under today's climate, it hasn't been the age group that one would think would visit that playground. Many complaints as to the type of people (i.e. older individuals coming to park and hanging out playing loud music until late hours, etc.) came in from the residents residing in back of the park. The complaints are similar to the complaints the Township has been receiving from the mobile home park about loud music until late hours of the night, etc., which residents are not use to. Mrs. Wehr said to bring things back to some control, she and staff decided to put the gate back up. Since the gate has gone back up, there have been no

complaints, but only positive remarks about it. Mr. Tocci said to clarify he is all for the gate. He is happy that Mrs. Wehr was able to resolve it as quickly as she did. Mrs. Wehr said her thoughts are that with the change of the hotel ownership and COVID, there has been a lot of unusual activity and she is just trying to curb it. It's worked well up to this point.

2. Al Kortze, P.E.
Township Engineer

1. Mr. Kortze gave an update on the Willowbrook Road Sanitary Sewer Project. It has gotten underway. They are doing some clearing and grubbing and getting their materials together. Whenever they do cross the road, there will be some lane restrictions but there won't be any complete closers and everything will be opened up in the evenings.
2. Regarding the Bid Opening for the Allendale Swale at Council's last meeting, If Council will recall, the price came in much higher than what was anticipated. Mr. Kortze said the possibility of rebidding it was looked at or holding off until spring. Mr. Kortze spoke with some of the contractors that had expressed an interest in bidding and downloaded it from Pennbid. Many of them said they were booked up through the end of the year and that is why they didn't bid on it. Some of them even said they have work, but they can't get people to work for them. Instead of trying to rebid it for this year, and it was getting late in the season to get grass firmly established, Mr. Kortze's recommendation would be to hold off rebidding on this until possibly March, 2021 and hopefully things will stabilize some from a construction standpoint and we will be able to get some more bids on this project. Mr. Kortze discussed this with Mrs. Wehr and she agreed that it would be a good idea to put things off until next spring but he wanted to bring it to Council for their opinion. Council agreed that it is not a rush job. Mr. Kortze said the Township is not under any threat of violation. DEP is aware of the damage that was done. It has semi stabilized itself. It's just in a trashy state in some spots where there are tire ruts, etc. Council was in agreement to hold off and rebid project next spring.
3. Mr. Kortze said as most of Council is aware, the Troxell Neighborhood Paving Project is well underway. Most of the milling work has been completed. It is a multi-step project. Once they are done with the milling, it's a recycling machine, and it will churn up a certain depth of the pavement and goes through a processing unit that is attached to the miller and just lays it down behind, then graded and compacted. There is usually a 10-14 day wait period for it to cure before the contractor will come in and put on the final wearing surface. For two weeks, Council will see a surface down that looks a little rough. That is not the finished product. The finished product will take place approximately two weeks after the recycling is done because of the oils and the additives they have in the cold and place recycling need to cure. Mr. Kortze hasn't fielded any complaints from residents. He did receive some calls regarding when they could park on the road. Essentially, you can park on the road after the recycling operation is done. But, to be on the safe side, Mr. Kortze has been telling people they can park on the road 24 hours after it's been laid down to avoid anyone parking larger motor

vehicles on the road (i.e., boats, campers, etc.) Mr. Kortze said it is an inconvenient project with big pieces of equipment, tearing up the entire roadway, etc. The goal is to have a product the Township won't have to worry about for the next 30 years.

J. Jackson Eaton, III, Esquire
Township Attorney

Mr. Eaton requested an Executive Session after the meeting to discuss RCN. Mr. Eaton noted that his items are part of the Agenda.

4. Maintenance Report (Written)
5. Storm Water Issues
6. Fire Company Report (Written)

Mr. Tocci noted that the night of August 27 there was a severe thunderstorm and most residents in his area were attending a Township Zoning Hearing when it hit. He was not aware of how bad it was. When he got back to his home area on Irving Street, there were branches, limbs, debris down almost everywhere. One of the transformers blew and the trees caught fire at the one property. Mr. Tocci was very impressed at how professional the Fire Company, and Chris Spadaccia, in particular to see him in action. Things were handled smoothly and professionally. The homeowner was alarmed due to the fire being close to his garage. Since Mr. Spadaccia and Fire Company representatives are not present this evening, Mr. Tocci wanted to commend them on the record that they did a great job working with PPL, the homeowners and getting the fire out safely. Mr. Tocci doesn't usually get to see them in action, but they did a good job. Mr. Tocci didn't realize Mr. Spadaccia wore so many hats in the Township. Mrs. Wehr said she will make sure she passes along Mr. Tocci's sentiments to them.

Mr. Heimbecker questioned the Fire Company's Audit Report where it said that the bank statement says there is \$33,000, but they weren't able to prove it by the Audit. He asked what happens next. Vicky Roth, Township Clerk, said that is between the Auditor General's Office and the Fire Company. She said the only thing the Township does is the Township receives funds every late September. The Township immediately turns those funds over to the Fire Company. They have rules and regulations they must follow and they are audited by the Auditor General's office. As far as the discrepancy there, the Township has no knowledge at that point. Mrs. Roth said the letter is something that she gets in every year and she gives a copy to the Board. This is the first year that she has seen findings. She can only share what the Township has. Any questions she would refer to the Fire Company.

7. Code Enforcement Report (Written)
8. Treasurer's Report (Written)

Motion: I move we accept the computer printouts dated September 16, 2020, for the General Fund Account, Capital Reserve Account, Escrow Account, Liquid Fuels Account, Sewer Account and Water Account subject to audit.

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

9. Building Inspector's Report (Written)

Unfinished Business:

1. Resolution No. 2020-38, A Resolution Authorizing an Intermunicipal Cooperation Agreement between the Boroughs of Catasauqua, North Catasauqua, Northampton, the Townships of Hanover (Lehigh County) and East Allen, and the Lehigh Valley Planning Commission to Create a Multi-Municipality Comprehensive Plan (Vote)

Mr. Eaton said there was an Ordinance passed previously generally approving the Multi-Municipality Agreement. Because another municipality joined, they had to either amend it or do a new one since the last time the state laws changed and allows it to be by Resolution and doesn't require an Ordinance. This is done by Resolution and the state law also requires the Resolution contain a lot of detail about the project. This is why the Whereas are so long. They are just to meet the requirements of the Intermunicipal Cooperation Act.

Motion: I move we accept Resolution No. 2020-38, A Resolution Authorizing an Intermunicipal Cooperation Agreement between the Boroughs of Catasauqua, North Catasauqua, Northampton, the Townships of Hanover (Lehigh County) and East Allen, and the Lehigh Valley Planning Commission to Create a Multi-Municipality Comprehensive Plan as presented.

Heimbecker, Woolley: Moved and Seconded

Mr. Paulus said bottom line is the Township saves a lot of money by going this route. Mrs. Wehr agreed with him.

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

New Business:

1. Bill No. 2020-05, An Ordinance Increasing the Compensation of the Township Manager, Township Clerk and Administrative Assistant as Set Forth in the 2020 Operating Budget, Setting the Effective Date of the Increases as July 27, 2020 and Waiving the Percentage Limit on the Increase for the Administrative Assistant (Public Hearing)

Mr. Eaton reminded the Board that this was introduced in print form providing for an increase to the Township Clerk and Administrative Assistant and then in Chairman Paulus' deliberations and/or comments at the previous Council meeting there was a

determination to increase the Township Manager's compensation. Essentially, he marked up the printed version and just added, compensation for Township Manager was indicated and increase for \$3,000. Technically, Council should agree to the amended form of the Ordinance. He changed, increase by \$3,000, to show the amount of the actual increase in Item A so that it is in the same format as the other two as they had been printed. If there would be a Motion to approve the revised 2020-05 to approve the form that is before Council this evening.

Motion: I move we Bill No. 2020-05, An Ordinance Increasing the Compensation of the Township Manager, Township Clerk and Administrative Assistant as Set Forth in the 2020 Operating Budget, Setting the Effective Date of the Increases as July 27, 2020 and Waiving the Percentage Limit on the Increase for the Administrative Assistant as presented.

Woolley, Lawlor: Moved and Seconded

Mr. Eaton said he takes this as a Motion to accept the Amendment. Council will have to vote on it because it is Amended and Public Hearing. Mr. Paulus asked when they waive the percentage limit, is it in the Bylaws. Mr. Eaton replied that it is in the Administrative Code. Mr. Paulus clarified that Council is voting on this first and secondly, they will vote again. Mr. Eaton said when this was initially introduced, they did it quickly and he wanted to put in the number \$3,000 rather than the whole line. He was not certain what that was. This is just to change the form so that they are all presented in the same way and then Council will vote on it.

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

At this time, Mr. Eaton said Council will vote on this Bill as amended.

Motion: I move we accept Bill No. 2020-05, An Ordinance Increasing the Compensation of the Township Manager, Township Clerk and Administrative Assistant as Set Forth in the 2020 Operating Budget, Setting the Effective Date of the Increases as July 27, 2020 and Waiving the Percentage Limit on the Increase for the Administrative Assistant as amended.

Woolley, Lawlor: Moved and Seconded

Chairman Paulus closed the Public Hearing.

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

2. Authorization of Letter of Credit Reduction, Rockefeller Group, Phase 2, Application #11, \$55,602.36 (Vote)

Motion: I move we accept Authorization of Letter of Credit Reduction, Rockefeller Group, Phase 2, Application #11, \$55,602.36 as recommending by the Township Engineer.

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

3. Authorization of Letter of Credit Reduction, Rockefeller Group, Phase 1, Application #13, \$235,059.16 (Vote)

Motion: I move we accept Authorization of Letter of Credit Reduction, Rockefeller Group, Phase 1, Application #13, \$235,059.16 as recommending by the Township Engineer.

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

Payment of Bills:

Motion: I move Council authorize payment of Payroll (08/21/20) & (09/04/20); Voucher Nos. 25312-25321 (Prepays), Voucher Nos. 25322-25371, from the General Fund Account in the amount of \$159,331.82; Voucher Nos. 183 from the Liquid Fuels Account in the amount of \$5,055.22; Voucher Nos. 4514-4516 (Prepays), Voucher No. 4517 from Capital Reserve in the amount of \$12,844.77; Voucher Nos. 4391 (Prepays), Voucher Nos. 4392-4394 from the Water Account in the amount of \$2,113.27; Voucher Nos. 5912-5914 (Prepays), Voucher Nos. 5915-5919 from the Sewer Account in the amount of \$5,825.52; Voucher Nos. 4946-4965 (Prepays), Voucher Nos. 4966-4968 from the Escrow Account in the amount of \$22,422.51 for a Grand Total Expenditure of \$207,593.11.

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

Courtesy of the Floor: None.

Mrs. Wehr reminded Council that at the request of the Township Attorney there will be an Executive Session after Council adjourns. Mr. Paulus said the Board will go into Executive Session and not return to the meeting with any decisions.

Adjournment:

The meeting was adjourned at 8:19 P.M.

Respectfully submitted,

Melissa A. Wehr
Township Manager