

HANOVER TOWNSHIP, LEHIGH COUNTY  
SPECIAL COUNCIL MEETING

July 17, 2019  
7:00 P.M.

Present: Councilmen Lawlor, Paulus, Tocci, Woolley; Christopher J. Garges;  
Vicky Roth

Absent: J. Jackson Eaton, III, Esquire; Al Kortze, P.E.; Councilman Heimbecker

Attendance: 2

Courtesy of the Floor: None

New Business:

1. Public Hearing – Five-Year Capital Program 2020-2024 (Review and Discussion)

Christopher Garges, the Township Manager, opened the Public Hearing and told Council he has provided Council with a paper copy of the Five-Year Capital Program for 2020-2024. He also included a handout which he will go over containing all the major points of the Capital Program. Mr. Garges also included last year's 2019-2023 summary behind the handout. All the bullet points are the same with the exception of 5 and 6 which are switched because Mr. Garges did them by the amount that was appropriated. If any Council member desires to see what was appropriated last year, Mr. Garges included that information behind it. Mr. Garges said the Capital Budget is largely similar to and consistent with what was done last year with a couple of changes due to projects that switched timeframes. Mr. Garges started off the hearing with an Introduction and will follow with the major points. The Introduction is as follows:

The enclosed Five-Year Capital Program for the Years 2019 through 2023 attempts to reflect a stabilized appropriation of monies during said years for major projects to be undertaken by the Township over the five-year period. In reviewing the Appropriation Schedule and attached Programs, Council should note that the major appropriations occur in the Programs titled Future Road Construction Projects (\$2,250,000.00), Pump Station Upgrades & Sewer Line Upgrades (\$1,875,000.00, Sinkholes / Miscellaneous Storm Water Projects (\$1,000,000.00), followed by Fire Apparatus (\$966,475.00), and Public Works Vehicle Replacement (\$750,000.00).

With respect to the other Programs set forth in the Five-Year Capital Program, Traffic Congestion Improvements proposes a \$25,000.00 appropriation each year for the five-year period. The Program titled Catastrophe Fund shows a \$25,000.00 appropriation each year. The Township Parks Program shows an appropriation of \$75,000.00 appropriation each year. The Pump Station and Sewer Line Upgrades program proposes a \$375,000.00 appropriation for each year of the five-year period. The Allentown Water System Improvements Program has a \$40,000.00

appropriation for 2019 and a \$25,000.00 appropriation each year for the remainder of the five-year period.

In the Future Road Construction Projects, Township Parks, Pump Station Upgrades & Sewer Line Upgrades, Allentown Water System Improvements and Public Works Vehicle Replacement programs, planned purchases and projects are enumerated based on a three-year projection. Please note that revenue generated by sale of equipment which is proposed for replacement will be recognized as General Fund revenue.

The attached Five-Year Capital Improvements Program attempts to reflect inflationary demands put upon the cost of construction and the cost of equipment and further reflect anticipated necessary considerations for projects in the Township over the next five-year period.

Mr. Garges stated the Major points of the Five-Year Capital Program as follows:

1. Total appropriation for 2020 is \$1,618,295
2. Total appropriation for 2020-2024 is \$8,016,475
3. Relatively unchanged programs include “Traffic Congestion Improvements” and “Catastrophe Fund.”
4. Largest appropriation in “Pump Station & Sewer Line Upgrades” program (\$3,250,000 over 5 years), the projects include:
  - a. Sewer line replacement in the Allendale Apartments in 2020 (\$1,000,000)
  - b. Upgrades to stations 1,3, & 5 in 2020 (\$130,000)
  - c. Valley Plaza sewer line replacement in 2021 (\$550,000)
  - d. Marcon Blvd easement sewer line replacement in 2022 (\$625,000)
5. “Future Road Construction Projects” program proposes \$1,500,000 of funds over 5 years including the following projects:
  - a. Troxell / Sherwood Street paving project in 2020 (\$1,100,000)
  - b. Repaving middle / lower Postal Road in 2021 (\$815,000)
  - c. Repaving upper Irving and Catasauqua Road in 2022 (\$463,000)
6. “Fire Apparatus” program proposes \$1,216,475 of fund appropriation over 5 years in accordance with HanLeCo Fire Company’s apparatus replacement schedule. The next vehicle purchase will be in 2025. (Unchanged from last year’s capital plan)
7. “Sinkholes / Miscellaneous Stormwater Projects” proposes \$875,000 of appropriation over the next five years. This figure includes approximately \$100,000 per year in expenses for the Township’s MS4 program as well as \$75,000 per year for any unanticipated stormwater problems.
8. “Public Works Vehicle Replacement” program proposes \$425,000 in appropriations over the next five years. This includes the following vehicles:
  - a. New pick up / utility truck and shoulder mower for 2020 (\$200,000)
9. “Township Parks” program proposes \$375,000 of appropriated funds over the next five years. Several minor upgrades include:
  - a. Roof replacements at Canal Park in 2020 (\$60,000)
  - b. New gazebo at Sherwood Park in 2020 (\$5,000)

- c. New signage for all of the parks in 2020 (\$30,000)
  - d. Ex mark lawnmower replacement in 2020 (\$13,000)
  - e. Comprehensive park study in 2020 (\$40,000)
10. "Allentown Water System Improvements" program proposes \$125,000 of appropriated funds over the next five years. Minor projects / improvements include:
- a. Electronic leak detection equipment in 2020 (\$5,000)

Mr. Garges said as Council goes through the Capital Budget, each Program is identified. Listed is the appropriation history dating back to when each fund was started through current. It will also show what has been appropriated to date. For the most part, the 2019 Capital is just about fully funded. All the information is listed under each fund followed up by a spreadsheet that shows the starting cumulative balance. On the spreadsheet, you will be able to see the effects of each expenditure and each appropriation for each year to see at the end of the five years where that Program would be projected to end up from a balance standpoint. When Council gets back to Page 12 of the Program, that is the overall spreadsheet which gives Council a better picture of what is being appropriated in each category each year and what the total five year is. Behind Page 12 is backup data, the projections for costs and the needs for the projects were all generated by the Township's Engineers, Keystone Consulting Engineers, in conjunction with Jeff Mouer, the Township's Public Works Supervisor, as far as operationally what the Township will need moving forward. There is a spreadsheet of what is being looked at for next year that is included in the plan from a public works standpoint. The last two sheets are the email from Garren Knoll, Fire Chief, when he had looked at the Program and the replacement schedule that was put together. A discussion followed.

Mr. Garges said one of the things he wanted to add to his Township Manager's Report is the process of appointing a new Emergency Management Coordinator. As Council will recall, last year a job description was created for the new Emergency Management Coordinator. Robin Yoder, former Fire Chief for Han-Le-Co Volunteer Fire Company and Emergency Management Coordinator, has graciously carried out the role until the Township found a replacement. Mr. Garges said the position was advertised and we received applications from two individuals. Since then, one of them pulled their application, but the one that was chosen and Mr. Garges feels is well qualified for the position is in attendance this evening. His name is Christopher Spadaccia. He is a member of Han-Le-Co Volunteer Fire Company. Mr. Garges included in his packet of information for Council the handbook of the Emergency Management section for Pennsylvania. Mr. Garges only included the section for the Emergency Management Coordinator. He highlighted the steps for appointing one, what the Township is suggested to look for in an Emergency Management Coordinator and what would need to be done to follow through with an appointment of that Emergency Management Coordinator. Mr. Spadaccia's resume is also provided in the packet and also the job description, which Council had already approved. The process for appointing an Emergency Management Coordinator, which is detailed in the Manual is not as simple as just appointing him. Mr. Garges is seeking Council's authorization to start the process of appointment, which includes a criminal history check through the Pennsylvania State Police. Mr. Garges would then have to write a letter to the County requesting

appointment of Mr. Spadaccia as Emergency Management Coordinator. The County would then forward that to Pennsylvania Emergency Management Association (“PEMA”) and then PEMA would forward it to the Governor’s office. The Governor’s office would ultimately appoint him and follow through with a letter to the Township confirming their appointment at which point the Township would formally appoint Mr. Spadaccia as their Emergency Management Coordinator. Mr. Spadaccia is in attendance this evening to introduce himself to Council. Mr. Garges would also like to get a picture of Council with Mr. Spadaccia. Han-Le-Co would like to include the picture in their newsletter.

Mr. Spadaccia introduced himself to Council. He is a six-year veteran with Han-Le-Co Volunteer Fire Company No. 1. He is also a Trustee at the station for five years. The cleaning, maintenance and jobs of that type are his responsibility along with two other colleagues. Mr. Spadaccia works for Budget Storage full-time in Maintenance. He has a flexible schedule. His boss is one of Han-Le-Co’s Assistant Chiefs which helps him with his schedule. Mr. Spadaccia said with this appointment he looks forward working with Mr. Garges and the Council making the community safer as he has been doing for the past six years. Mr. Garges said they discussed updating the Emergency Operating Plan. Mr. Spadaccia has already looked at it. There are a lot of details as far as names and contact information. Once that is set up, Mr. Spadaccia would like to start to reach out to some of the Township businesses to look at their Emergency Management Plan. Mr. Garges provided Mr. Spadaccia with a copy of the Township Budget. The Emergency Management Coordinator’s role in an emergency situation is supposed to be separate from the Fire Chief, Fire Marshal and State Police in that they are supposed to basically command or be a resource for that incident. Mr. Garges discussed with Mr. Spadaccia that once he is appointed and the transition occurs, what the Township would need, if they are going to utilize him, is a base station for him to work out of so he can do his job from that standpoint. Mr. Garges will look at this as they move forward. Two of the conditions of Mr. Spadaccia’s appointment through the State Governor’s office is that Mr. Spadaccia would complete basic state certification within one year and then within three years he would have an advanced certification. Mr. Spadaccia has already checked off some of the courses that he can take for basic certification once he starts the appointment process. Mr. Garges asked Council if they are so moved to give him authorization to commence the appointment process.

Motion: I move that Council authorize the Township Manager to commence the appointment process for Christopher Spadaccia as the Township’s Emergency Management Coordinator which will include the following:

- a. A satisfactory criminal history background check;
- b. Successful appointment by the Lehigh County Emergency Management Agency; and
- c. Successful endorsement and appointment by PEMA and ultimately the Governor’s office.

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

Aye

Unan.

At this time, Council paused the meeting to take a picture with Mr. Spadaccia.

Adjournment:

The meeting was adjourned at 7:25 P.M.

Respectfully submitted,

Christopher J. Garges  
Township Manager