

HANOVER TOWNSHIP, LEHIGH COUNTY  
SPECIAL COUNCIL MEETING

November 2, 2015  
5:00 P.M.

Present: Councilmen Heimbecker, Lawlor, Paulus, Wegfahrt, Woolley; Sandra A. Pudliner; Vicky Roth

Absent: 0

Attendance: 2

Courtesy of the Floor:

Al Kortze , P.E., of Keystone Consulting Engineers appeared before the Board at this time. Mr. Kortze noted that he is the President of Keystone Consulting Engineers and is before the Board at this time to advise the Township that he would very much like to continue the relationship the Township has had for many years with Keystone Consulting Engineers as the Township Engineers. As the Board is aware, early in January of this year, the longtime Township Engineer, Frederick W. Hay, P.E., passed away and subsequent thereto Ryan Christman of our office filled that vacancy on behalf of Keystone. However, Ryan has just left our company to pursue interests outside of engineering. His son-in-law wants him to be project manager for their company. Mr. Kortze noted that he has already met with Jeff Mouer, Township Maintenance Supervisor and the Township Manager, Sandra Pudliner. He indicated to the Board that he would become the representative from Keystone who would handle the engineering on behalf of the Township. The support staff with respect to inspection and GIS personnel will remain the same. He would be the individual that would attend all Township Council meetings, work on all land development issues in the Township as well as all other engineering issues. Chairman Paulus questioned Mr. Kortze as to whether or not he personally represents other townships. Mr. Kortze noted that he currently represents the Borough of Nazareth, Lower Nazareth Township and Upper Nazareth Township. Mr. Kortze did indicate that with respect to Upper Nazareth Township, he is currently and has been training someone to take over that municipality. He did advise the Board that with respect to Hanover Township's Council Meetings and Planning Commission Meetings, he had no conflict with the other townships he represents and would be available for all those meetings. Mr. Kortze indicated that Keystone Consulting Engineers has approximately 70 employees and three offices, one in the Bethlehem area, one in Wescosville and one in Kresgeville. The firm has 22 registered professional engineers and land surveyors, GIS personnel, construction inspectors, etc. Vice Chairman Heimbecker questioned Mr. Kortze as to who would be the primary knowledgeable person from Keystone with respect to the issues involving the proposed FedEx Development in Allen Township. Mr. Kortze advised that would have to be himself. His office is currently reviewing the plans provided by the Developer's engineering firm. He noted he has had many conversations with Ryan Christman regarding the status of the matter and of course Keith Lawlor of Keystone had been involved with the traffic safety reviews.

Approval of Minutes: October 26, 2015 Budget Hearing

Motion: I move we waive the reading of the Minutes of the October 26, 2015 Budget Hearing Meeting and accept same as presented.

Paulus, Heimbecker: Moved and Seconded

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

Unfinished Business:

1. Public Hearing – Continuation of Proposed 2016 Operating, Capital, Liquid Fuels, Water and Sewer Budgets (Review and Discussion)

Chairman Paulus opened the Public Hearing with respect to the Proposed 2016 Budgets. The Township Manager began the review with the Township's General Fund Budget. The Township Manager noted that surplus funds are projected at a figure of \$500,000 which is higher than prior years due to unanticipated revenues which the Township was fortunate to receive in the year 2015. For example, the Township Manager noted that Deed Transfer Tax which was budgeted at \$35,000 is currently at approximately \$207,000 as a result of real estate transfers. At this point in the meeting, the Board reviewed the Department for Taxes and made no revisions to same. With respect to the Department for Licenses and Permits, the Board reviewed same and made no changes to that Department. With respect to the Department Earnings category, in particular the line item for Firemen's Relief Association, the Township Manager noted that the Township has received this year's allocation which was in the amount of approximately \$27,000. Accordingly, the Board changed the budgeted figure of \$25,000 for Firemen's Relief Association to \$27,000 for the year 2016. Additionally, there was discussion with respect to the line item for a grant for the Ford 150 Pickup truck which is anticipated to be purchased by the Township's Fire Company in 2016. It was determined that since that particular grant relates only to the fire company which is a separate corporation, the line item should be removed from the Revenue portion of the Township's Budget. Accordingly, the line item for a Ford 150 Pickup truck budgeted for \$15,000 was removed from the budgeting process.

With respect to the Department for Administration, Council reviewed that Department. It was noted that the salary figures were to be determined by Council at an Executive Session at which time the Board would meet to review salaries and benefits. No other changes were made to the current Administration Department. With respect to the Department for Municipal Building, no changes were made at this time. With respect to the Department for Code Enforcement, there was discussion regarding the budget figure of \$800 for the Code Enforcement cell phone. It appeared that figure is much too high. The Township Manager was directed to look into that matter. It was felt by the Board that a more appropriate figure for 2016 would be \$250. Jeff Mouer, Township Maintenance Supervisor, who was present at the meeting, indicated to Council that he would review the cell phone bills for all users.

At this point in the meeting, the Township Manager noted that Council had previously reviewed the Department for Fire, but as the Board will recall, there is a question with respect to increasing the proposed amount for the fire apparatus replacement category from \$125,000 to \$300,000 as requested by the Township's Fire Chief at a recent meeting. The Board entered into a discussion with respect to this matter. Chairman Paulus was of the opinion that such a large expenditure as requested by the Fire Company for both 2016 and 2017 did not in his opinion seem appropriate. He noted that even though the Fire Company is looking at a 20 year replacement program he did not see any problem extending same up to 25 years. The remaining Board members appeared to agree with that scenario. It was determined that no change would be made to the budgeted figure for the Fire Apparatus Replacement category in the current amount of \$125,000 for the year 2016. It appeared that the Board, in general, was looking at a replacement of the next truck to be considered for same over the next four year period.

With respect to the Department for Planning and Zoning, the Board reviewed same but made no changes to that Department.

At this point in the meeting, the Board determined to continue the Public Hearing on the Proposed 2016 Budgets at this time. The next Public Hearing will be held on Monday, November 9, 2015, at 5:00 p.m. Accordingly, the Public Hearing on the Budgets was closed at this time.

Courtesy of the Floor: None.

Adjournment:

The meeting was adjourned at 6:00 P.M.

Respectfully submitted,

Sandra A. Pudliner  
Township Manager