

HANOVER TOWNSHIP, LEHIGH COUNTY  
SPECIAL COUNCIL MEETING

November 16, 2015  
5:00 P.M.

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

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

Attendance: 0

Chairman Paulus noted he would like to observe a moment of silence in honor of the victims of the recent Paris attacks.

Courtesy of the Floor: None.

Approval of Minutes: November 9, 2015 Budget Hearing

Motion: I move we waive the reading of the Minutes of the November 9, 2015 Budget Hearing Meeting and accept same as presented.

Paulus, Woolley: 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 noted that she had provided the Board with a memorandum dated November 11, 2015 indicating therein that making all the revisions which occurred during the Budget process there still appears to be a considerable discrepancy between the Revenues and Expenditures and in order to balance the Budget, the Township would need to appropriate into the Capital Program the monies in excess of the Expenditures in the upcoming Budget. That figure is currently at \$233,872. The Township Manager noted that it would be her recommendation to provide a line item in the Miscellaneous Budget for Contingencies in the amount of \$25,872. The remaining \$208,000 would fund Capital projects and in that regard the Township Manager recommended the following increases to the Township's Capital Program for the Board's consideration: Capital Reserve, Miscellaneous Storm Water, \$35,000; Capital Reserve, Future Roads, \$148,000; Capital Reserve, Fire Apparatus Replacement, \$25,000.

Chairman Paulus noted that before the meeting, the Board had sat in an Executive Session to review certain items regarding the proposed Budget. The 5.6% healthcare rise in cost will be absorbed by the Township and not carry over to 2016, given the fact that 2015's COLA IS 0%. Chairman Paulus noted that it was the intent of the Board to provide full-time employees with a 2.5% bonus which will not be added into the salary figure for the year 2016. Additionally, the Board had reviewed the job description for the current Secretary/Bookkeeper and has determined that a salary increase/upgrade to that position should be made for the year 2016. The salary figure would be \$42,000 and the title for the job will be revised to read Administrative Assistant. Additionally, it was noted that the three Code Enforcement Officers would each receive a \$50 bonus in 2016. The Board made the following Motion with respect to the Administrative Assistant position:

Motion: I move that the job description of Secretary/Bookkeeper be replaced with Administrative Assistant with a salary of \$42,000 commensurate with the duties of the position.

Heimbecker, Wegfahrt: Moved and Seconded

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

At this point in the meeting, the Township Manager advised the Board that all the changes discussed at prior Budget hearings have been made to the proposed Budgets. She noted to the Board that due to the figures of bonuses and the effect of same on the Expenditure item for Social Security Employer Share, she would need to revise the Budgets to reflect a slightly lower appropriation of monies to the Five-Year Capital Program from the excess Revenues as previously noted in the meeting. In addition to previous revisions, the Township Manager also requested that the Board consider raising the appropriation in the Capital Program for Sewer System Improvements from the \$500,000 figure previously discussed to \$600,000. The reason for same, the Township Manager noted, is that the interceptor project on Willowbrook Road is proposed to be accomplished in the winter of 2016 due to the fact that a better price for the work can be secured at that time. Additionally, there is some concern over the FedEx Development work commencing in that same general area in 2016. The Township Manager advised that estimates of the costs for same would deplete in a large fashion the funds in Capital Program for Sewer System Improvements. Accordingly, she requested an increase from the \$500,000 figure proposed to \$600,000 for the year 2016. Council had no problem with the adjustment.

At this point in the meeting, Chairman Paulus closed the hearing on the proposed Budgets. It was noted that the adoption of the Budget would occur at the first meeting of December, namely, December 2, 2015. Prior to that time, the Township will publish the required Budget Amendments in the newspaper and at the time of the meeting, the Township will adopt the Resolution for Budget Amendments, amend the Five-Year Capital Program and adopt the Budget for 2016.

Courtesy of the Floor: None.

Adjournment:

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

Respectfully submitted,

Sandra A. Pudliner  
Township Manager