

HANOVER TOWNSHIP, LEHIGH COUNTY  
REGULAR COUNCIL MEETING

April 4, 2018  
7:30 P.M.

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

Absent: 0

Attendance:

Courtesy of the Floor:

Mr. Shawn Doyle of Bethlehem, PA, appeared before the Board requesting an extension of time for April 14 for his wedding at Canal Park. The time stated presently that he must be out at 7:45 p.m. and he requested an extension to 9:00 p.m. He stated there would be between 110 and 115 people at his event and the Chairman questioned whether there would be alcohol served. Mr. Doyle stated there would be alcohol, but they needed the time to clean up. The following Motion was made:

Motion: I move we extend the time for Mr. Doyle for his use at Canal Park on April 14 until 9:00 p.m.

Wegfahrt, Heimbecker: Moved and Seconded

Heimbecker, Lawlor, Wegfahrt, Woolley, Paulus:

Aye

Unan.

Attorney Lisa Pereira and Airport Associates principal, Rick Albertson, appeared before the Board with a sketch plan for a proposed development between Middle Lloyd Street and American Parkway. Mrs. Pereira stated the sketch shows both a retail and mixed use and stated the developer had redesigned his concept and would present same to the Board. Mr. Albertson reviewed the plan with the Board reported that large box stores are no longer a viable option in the economy today. Commercial centers want between 30% and 40% entertainment-type of uses, food stores for millennials, and nearby housing. He had initially proposed a senior type of housing and discovered due to the proximity of graveyards nearby, that this was not a viable option. After reviewing the plan with the Board, he stated buildings may change in depth and they are looking to attract junior anchors for the spaces. They are looking for a service type of center which would include casual dining, hair salons, gas stations, fast foods and general retail. He questioned the Board whether they could embrace this new concept and the Board responded this is a much more favorable plan than has previously been presented. There was also discussion concerning the vacation of Middle Lloyd Street and the Developer stated they would like Middle Lloyd Street vacated and this would become a private road of which residents on Lower Lloyd Street could still use to navigate to the light at Airport Road. The private road would be maintained by the shopping center. After further discussions, it was determined the sketch is a prototype and the largest tenant would use approximately 10,000 to 15,000 square feet of space. The proposed entry from Airport Road may change. When the Board questioned whether Mr. Albertson had presented this

plan to the City of Allentown, the Developer responded they wanted to present the sketch plan to Hanover Township first before approaching the City of Allentown. The Developer noted he would begin the formal process of preventing plans to both the City of Allentown and to Hanover Township.

Donald Noll from Pinehurst Lane in Allen Township questioned the Board as to the status of the Rockefeller/Willowbrook Road Project. The Township Engineer stated we had no definite update at this time since there was no definite timetable when this work would begin in earnest. The Township Engineer reported he hasn't had a chance to review the plan prior to the meeting and he did not want to guess at any timetable. The Township Manager stated the Spring Newsletter which will be out soon will have an update on the roadwork in Hanover Township including Race Street and Willowbrook Road. Mr. Noll questioned whether the bypass of Willowbrook Road would be operational and was informed there would be one lane open in each direction. Mr. Noll also questioned whether a guiderail would be installed on Willowbrook Road since presently it slopes to one side and may be easy for someone to slide off of the road. The Township Engineer stated the west side of Willowbrook Road in that area will get Backfilled, however, he did not know whether a guiderail would be installed.

Opening of Bids: 1. 2018-01 Sherwood Park Softball Field Infield Reconstruction  
2. 2018-02 Lower Lloyd Street Sewer Replacement

1. 2018-01 Sherwood Park Softball Field Infield Reconstruction

One bid was received from Grace Industries, 7171 Airport Road, Bath, PA. for \$28,566.60 with a 10% Bid Bond. In that regard, the following Motion was made:

Motion: I move we award Bid No. 2018-01, Sherwood Park Softball Field Infield Reconstruction to Grace Industries, 7171 Airport Road, Bath, PA with a bid of \$28,566.60, subject to the review of the Township Engineer.

Paulus, Wegfahrt: Moved and Seconded

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

2. 2018-02 Lower Lloyd Street Sewer Replacement

Bids were received from Anrich, Inc. of Wayne, PA, from Joao & Bradley Construction Co., Bethlehem, PA and Passerini & Sons, Inc. of Pipersville, PA. All three submitted the 10% Bid Bond. The Anrich bid was \$220,111. Joao & Bradley's bid was \$225,575 and the bid from Passerini & Sons was \$247,458. In that regard, the following Motion was made:

Motion: I move we award Bid No. 2018-02, Lower Lloyd Street Sanitary Sewer Replacement to Anrich, Inc. from Wayne, PA with a bid of \$220,111 subject to the review of the Township Engineer.

Paulus, Wegfahrt: Moved and Seconded

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

Approval of Minutes: March 29, 2018 Regular Council Meeting

Motion: I move we waive the reading of the Minutes of the March 29, 2018 Special Council Meeting and accept same as presented.

The Township Attorney noted there was an error in the March 29, 2018 Minutes. In Unfinished Business, No. 2, second paragraph should state, there was a discussion as to "Township Council may establish by resolution fees which may be charged to bidders or the successful bidder by the operator of the bid platform for submitting bids."

Motion: I move we adopt the amended Minutes of March 29, 2018 and accept as presented to include the Attorney's suggested changes.

At this time, Chairman Paulus moved Item No. 1 under New Business up at this point and time.

New Business:

1. Resolution 2018-29, A Resolution Granting Preliminary/Final Land Development Approval, Hangar 11, LNAA, 3311 Airport Rd., Allentown, PA 18109 (Vote)

The Engineer for this project, Mark Chambers, appeared before the Board and reviewed the plan with the Board. He also stated he is working with the Soil Conservation concerning their comment letter. The Board questioned the use of this new hangar and Ryan Myer of the Airport Authority reported this hangar will house planes. The airport has had a number of inquiries concerning new hangar space and this is the reason the airport is building Hangar 11.

At this point in the meeting, the Township Attorney stated Resolution 2018-29, Item 4, "all outstanding fees shall be paid in agreements entered prior to recording" should be changed should to "contain improvement agreements and associated securities." The Attorney stated Item 4 should read, "all outstanding fees shall be paid, improvement agreements executed and security posted prior to recording of the plan." In that regard, the following Motion was made:

Motion: I move Resolution No. 2018-29, A Resolution Granting Preliminary/Final Land Development Approval, Hangar 11, LNAA, 3311 Airport Rd., Allentown, PA 18109, is accepted as amended.

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

At this point in the meeting, Chairman Paulus questioned Mr. Myer as to the status of the pad parking lot for Pinnacle Logistics. Mr. Myer stated it's just about completed and Chairman Paulus stated there was again a safety issue on Postal Rd. with the tractor trailers standing in the area of Hangar Place and the Township Manager and Public Works Supervisor went out there this week to speak to the manager at Pinnacle concerning this safety matter. Chairman Paulus stated possibly the Airport Authority

should notify Pinnacle Logistics and increase their patrol of the area to try to alleviate this hazardous situation.

Reports:

1. Christopher J. Garges  
Township Manager

1. The Manager noted the Township Auditor has finalized his DCED report and filed the Audit with DCED. The Township Audit will be completed after tax season.
2. The Manager informed the Board that the Township Charter required a Treasurer's Bond for both the Manager and the Township Clerk. It is presently at \$500,000. He is working with the Township Solicitor to possibly increase the amount of his Bond. Mr. Garges will be meeting with PNC Bank personnel to discuss controls and exposures of the Township Accts. He will continue discussing the option of having two signers on all checks with the Solicitor. Mr. Garges, in speaking to other municipalities, has determined that online payments would not be recommended.
3. The Board was informed that the draft Spring Newsletter should be finalized by the end of this week.
4. The Township Manager stated there is monies in the Township Budget for data management; however, he felt there needs to be a file structure separation in place before another company comes in to continue with the data management. He will have some conversations with companies for the structure of files. He is also interested in possibly hiring a temporary worker to manage this before any enterprise software is brought in. Councilman Heimbecker felt we could possibly hire someone in college and the Township Manager stated he had contacted the Meyner Center concerning this and this might be a winter project. He also reported he has been working on the Employee Handbook with the assistance of Pina Romano in getting all of this information typed up.
5. He has also contacted ET&T which is our phone service company. The Manager stated he would like to upgrade the phone system in which voicemails coming in to both himself and the Public Works Supervisor would come in as an email. This would cost approximately \$500 and also, he would like to purchase wireless headsets at approximately \$450 each for Administrative staff. In that regard, the full Board gave their approval of same.
6. The Township Manager and the Chairman attended the COG Meeting at the Wheels of Time this week. It was a very informative meeting with the Lehigh Conservation District stating there were grant monies which may help us with our MS4 and also the Stream Bank Restoration. The Manager will be gathering information on the D&L Trail upgrade since he has personal contacts he can notify to gather further information.

2. Al Kortze, P.E.  
Township Engineer

1. The Township Engineer is finishing up the specifications for the Willowbrook Road sewer line improvements and hopes to have his bid ready for the first meeting in May.

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

1. The Attorney reported all items were on the Agenda except for the correction in the Minutes of March 29, 2018 of which were corrected.

Unfinished Business:

1. Bill No. 2018-01, An Ordinance Amending the Statutory Code of Hanover Township to Provide Paid Vacation for the Township Manager of up to Four Weeks Per Year (Public Hearing)

Motion: I move we adopt Bill No. 2018-01, An Ordinance Amending the Statutory Code of Hanover Township to Provide Paid Vacation for the Township Manager of up to Four Weeks Per Year as Ordinance No. 592.

Wegfahrt, Lawlor: Moved and Seconded

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

2. Bill No. 2018-02, An Ordinance Amending Chapter 1, Part 2 of the Statutory Code of Hanover Township to Allow the Township to Receive Capability to Post Solicitations, Receive Bids and Supporting Documentation, Allow Bidders to Submit Questions and Amend Bids, Allow Township to Respond to Questions, Issue Addenda to Specifications and Communicate with Bidders, Track all Communications Processed Through the System or Access to Bids and Perform Other Practices Common to Sealed Bid Procedures. (Public Hearing)

The Township Attorney noted this Bill would apply to Pennbid or any other electronic bids by another company in the future.

Motion: I move we adopt Bill No. 2018-02, An Ordinance Amending Chapter 1, Part 2 of the Statutory Code of Hanover Township to Allow the Township to Receive Capability to Post Solicitations, Receive Bids and Supporting Documentation, Allow Bidders to Submit Questions and Amend Bids, Allow Township to Respond to Questions, Issue Addenda to Specifications and Communicate with Bidders, Track all Communications Processed Through the System or Access to Bids and Perform Other Practices Common to Sealed Bid Procedures, as Ordinance No. 593.

Wegfahrt, Heimbecker: Moved and Seconded

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

New Business:

2. Resolution No. 2018-30, A Resolution Appointing the Lehigh County Tax Collection Committee Voting Delegate (Vote)

Councilman Wegfahrt questioned how often they meet and the Township Clerk stated they are required to meet semi-annually.

Motion: I move we adopt Resolution No. 2018-30, A Resolution Appointing the Lehigh County Tax Collection Committee Voting Delegate and accept same as presented.

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

3. Resolution No. 2018-31, A Resolution Confirming the Appointment of Christopher Garges as Deputy Tax Collector for Hanover Township, Lehigh County (Vote)

Motion: I move we adopt Resolution No. 2018-31, A Resolution Confirming the Appointment of Christopher Garges as Deputy Tax Collector for Hanover Township, Lehigh County, and accept same as presented.

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

4. Resolution No. 2018-32, A Resolution Appointing an Open Records Officer and an Alternate ORO in Hanover Township (Vote)

Motion: I move we adopt Resolution No. 2018-32, A Resolution Appointing an Open Records Officer and an Alternate ORO in Hanover Township, and accept same as presented.

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

5. Resolution No. 2018-33, A Resolution Designating an Area of Compliance in Accordance with Section 109.9 of the Property Maintenance Code of Hanover Township (Vote)

Motion: I move we adopt Resolution No. 2018-33, A Resolution Designating an Area of Compliance in Accordance with Section 109.9 of the Property Maintenance Code of Hanover Township, and accept same as presented.

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

6. Bill No. 2018-03, An Ordinance of Hanover Township, Lehigh County, Commonwealth of Pennsylvania, Electing to Amend Its Municipal Pension Plan Administered by the Pennsylvania Municipal Retirement System Pursuant to Article IV of the Pennsylvania Municipal Retirement Law; Agreeing to be Bound by all Provisions of the Pennsylvania Municipal Retirement Law as Amended and as Applicable to Member Municipalities (Introduce)

The Township Manager stated he forwarded this Ordinance to the Township Attorney for his review, however, this Ordinance was required by PMRS to increase the amount the Township will contribute toward the employees' pension from 8% to 10%. This was started by the previous manager and agreed by the Board and he is completing same. At this point, he reviewed the Ordinance of which stated there was a six-month window for new employees in order to be eligible for the plan. He also stated he felt the vesting time which is presently at five years should be changed to 20%, 40%, 60%, 80% and 100%. The Township Attorney stated he would review these documents to be sure they are not adverse to any employee employed by the Township. The entire Board agreed with the vesting gradience of 20%, 40%, 60%, 80% and 100% vesting within the five years. He also reviewed Article II membership of the employees' employment commencement date as well as the vesting schedule of 100% vested upon the specified years of vesting service equal to or greater than five years of vesting service.

Courtesy of the Floor:

Mr. Heimbecker stated that recently the Township Mack Truck with the snow plow was travelling on Sherwood Street and bounced quite a lot with the water line/service line reconstruction. He felt sorry for the driver. He also questioned whether the resurfacing of the roads should be changed from 90 days to six months. The Township Engineer stated the areas were all stone backfilled and he felt 90 days should be sufficient before paving was done. Councilman Wegfahrt stated the contractor had deposited quite a lot of stone in his yard with the water line project. This could damage his mower when he begins his spring mowing.

Adjournment:

The meeting was adjourned at 8:50 P.M.

Respectfully submitted,



Christopher J. Garges  
Township Manager

**BID OPENING**  
**Hanover Township, Lehigh County**  
**Lower Lloyd Street Sanitary Sewer Replacement**  
**April 4, 2018 @ 7:30 PM**

BID NO 2018-02

<u>NAME / ADDRESS / PHONE / FAX</u>	<u>BID BOND</u>	<u>BID</u>
ANRICH, INC 1271 S GULPH RD WAYNE PA 19087	<u>10 %</u>	<u>\$ 220,111</u>
JOAO & BRADLEY CONSTRUCTION CO. INC 4211 TRACY LANE BETHLEHEM PA 18020	<u>10 %</u>	<u>\$ 225,575</u>
PASSERINI & SONS INC 52 GRUVER RD PIPERSVILLE PA 18947	<u>10 %</u>	<u>\$ 247,458</u>
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____

Motion: I move we award Bid No 2018-02 to Anrich, Inc with the bid amount of \$ 220,111 subject to the review of the Township Engineer.

Move: Paulus

Second: Wegfahrt

Vote: Heimbecker, Lawlor, Wegfahrt, Woolley, Paulus:

AYE

Unan.



**BID OPENING**  
**Hanover Township, Lehigh County**  
**Sherwood Park Softball Infield Reconstruction**  
**Wednesday, April 4, 2018 @ 7:30 PM**

Bid No. 2018-01

<u>NAME / ADDRESS / PHONE / FAX</u>	<u>BID BOND</u>	<u>BID</u>
<b>GRACE INDUSTRIES</b> <b>7171 AIRPORT RD</b> <b>BATH PA 18014</b>	<u>10 %</u>	<u>\$ 28,566.60</u>
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____

Motion: I move we award the Bid to Grace Industries with the bid amount of \$ 28,566.60 subject to the Review of the Township Engineer.

Moved: Paulus

Second: Wegfahrt

Vote: Heimbecker, Lawlor, Wegfahrt, Woolley, Paulus:

Aye

Unan.