

HANOVER TOWNSHIP, LEHIGH COUNTY
SPECIAL COUNCIL MEETING

March 29, 2018
5:00 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: 4

Chairman Paulus opened the meeting with a statement of the recent loss of Barry Schultz, a valued member on the Hanover Township Zoning Hearing Board. Chairman Paulus asked for a moment of silence to honor the memory of Mr. Schultz.

Chairman Paulus stated in 1976 Hanover Township changed to a Home Rule Charter form of government. From 1976 to 1987 the Township had two prior managers and in 1987 Sandra Pudliner served as the Township Manager until her retirement in December 2017. During this period of time, the Township evolved from a residential farming community to a bustling commercial industrial Township. The Township had a challenge to fill the position of Township Manager and interviewed a number of applicants for this position. After due consideration, the Council has found the perfect fit and hired Christopher Garges as its Manager to carry the Township forward. The Board took a moment to acknowledge Mr. Garges and to welcome him as the new Manager of Hanover Township. The Township Notary, Vicky Roth, administered the Oath of Office to the new Manager.

Courtesy of the Floor:

Philip Armstrong, Lehigh County Executive, appeared before the Board and shared that he is visiting all of the municipalities in Lehigh County. Prior to this time, he served as President of the Board in Whitehall Township and Mr. Armstrong stated his goal in his tenure as County Executive is to do more to help all of the municipalities in Lehigh County work together to achieve their goals.

Approval of Minutes: March 14, 2018 Special Council Meeting

Motion: I move we waive the reading of the Minutes of the March 14, 2018 Special Council Meeting and accept same as presented.

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

Reports:

At this time, the Chairman moved the Township Engineer's Report up since the Engineer had another commitment to attend.

2. Al Kortze, P.E.
Township Engineer

1. At the next Council meeting on April 4 there will be two bid openings concerning the Sanitary Sewer Replacement on Lower Lloyd as well as the Sherwood Park Ballfield. He stated there was a pre-bid meeting on the 29th in regard to Lower Lloyd Street and felt the estimate for the bid should come in close to \$220,000.
2. Mr. Kortze again reviewed the replacement of 500 feet of sanitary sewer line on Willowbrook Road. This area has eight and ten inches of clay pipe which should be replaced with pvc pipes. It is prudent to replace it now rather than later since it would involve dealing with PennDOT rules and regulations later after the road has been turned over to PennDOT. It would also cost more at a later date. He stated in 2016 the Capital Fund Project for Sanitary Sewer Replacement was projected to be done. In 2017, the truck line on Cascade Drive was done with a \$350,000 budgeted item to include the pipe replacement on Willowbrook Road. The timing did not work out in 2017 because of a delay on the construction on Race and Willowbrook. The Capital Budget in 2018 includes \$220,000 to be used for Lower Lloyd Street, but we set aside \$350,000. The truck line on Cascade Drive in 2017 cost approximately \$211,000. He stated the cost for the 500 feet of replacement of Willowbrook Road should cost approximately \$100,000 and again the budgeted amount set aside in the Capital Project for this year is \$350,000. We have the monies set aside for use in the Capital Program. Councilman Woolley again questioned the cost whether it would cost more later to replace this 500 feet of pipe and the Township Engineer agreed with this statement. In that regard, the following Motion was made:

Motion: I move we prepare the bid for the 500 feet of pipe replacement on Willowbrook Road.

Wegfahrt, Heimbecker: Moved and Seconded
Heimbecker, Lawlor, Wegfahrt, Woolley, Paulus:

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

1. The Township Attorney stated he had no report except for the items on the Agenda.

1. Christopher J. Garges
Township Manager

1. The Township Manager thanked the Board for their warm welcome and he stated he is looking forward to attending the PSATS Convention in April. Councilman Heimbecker questioned the status of the software package for the Township and the Township Manager informed the Board this is one of the items he is reviewing

and will be looking at the vendors in Hershey. Mr. Garges is researching the iPads for the Board and in that regard it was noted that the data would not be needed, thus extra savings for Board members with the iPads.

4. Maintenance (Written)

1. The street cleaning will begin Monday, April 2, and would follow the normal schedule as last year which are the first and third weeks. The signs from last year were changed and no update would be needed. There were discussions concerning giving warnings to the residents before ticketing or street cleaning. Mr. Wegfahrt felt one month of warning should be sufficient and the entire Board agreed with him. After that period of time, tickets would be issued. Code Enforcement will be apprised of this matter. Mr. Mouer will be speaking to the contractor concerning the sweeping of Troxell Street due to the water line replacement which is going on at present. Mr. Mouer stated he purchased two new lawn mowers and ordered the chipper. The old equipment will be placed on Municibid and Mr. Mouer would gather the specs and advertise same. He also informed the Board the old utility truck would be replaced this year. He purchased new generators for Station 3 which should be installed within a couple of weeks. This is a change to natural gas. Again, Mr. Mouer reviewed the sewer billing has been sent out in February and we are going to wait and watch for another quarter to see when the next billing would go out as well as the funds generated from same.

Chairman Paulus stated he spoke to the City of Bethlehem inspector who informed him that 23 homes in the entire Troxell area had steel pipes which were changed to copper. All of these new pipes would tie in to Catasauqua Road and will now have a continuous loop which will increase the flow but not the pressure. Also, a fire hydrant was moved in the area in front of the home of 2006 Troxell Street. A prior flow test of the water pressures was done by the Maintenance staff of Hanover Township and will do another one to compare after this water line project has been completed. There was discussion as to the sinkhole area on Lower Troxell Street. It was stated all of the old dirt was removed and it was filled with packed dirt. They will wait 30 to 60 days before they put in a permanent patch.

5. Storm Water Issues (Written)
6. Fire Company (Written)
7. Code Enforcement (Written)
8. Treasurer's (Written)

Motion: I move we accept the computer printouts dated March 21, 2018, 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, Wegfahrt, Woolley, Paulus: Aye Unan.

9. Building Inspector (Written)

Councilman Heimbecker questioned the status on the fireworks building on Race Street. This building had received relief from the Zoning Hearing Board. However, the Township has had no further discussion or permits for such building and it was felt that the Applicant may have changed their mind in going into this area. Mr. Heimbecker also questioned the status of the home on Troxell Street and he was assured all permits had been given and that work is progressing with the property owner slowly doing this work since he will be residing at this residence.

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).

Chairman Paulus opened this hearing and the Township Attorney stated there is an error on the second page in which changed from 27 and it should be 15 days. In that regard, the following Motion was made:

Motion: I move the language be changed in Section 726, 1B from 27 months or more to 15 months or more.

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

Since this was a substantive change, this Public Hearing will be placed on the April 4 Agenda. The Public Hearing was closed.

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 Secure Competitive Bids Electronically by an Internet Website with the 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 and to Allow Council to Establish Fees That May be Charged by Resolution (Public Hearing)

Chairman Paulus opened the Public Hearing and the Township Attorney reviewed #1203 Bid Procedures. 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." The Attorney stated we require general limits on the dollar amount and he added this language so that the bidder, Pennbid, isn't charging more than necessary. This new procedure allows both a secure electronic bid as well as in other bids accepting paper bids. The electronic bidding process would allow us to select the platform for the bidding and we can

remove the authority cost. He felt this would be almost as an oversight for the Board. There is general agreement in that regard. Councilman Wegfahrt felt that we would not have any leverage in this matter and that the Township can always reject or approve the bids. Councilman Wegfahrt felt we should remove this reference and in that regard the following Motion was made:

Motion: The following sentence shall be removed from Section 1-203 Bid Procedures:
"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."

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

Since this is a substantive change, this item will be placed on the April 4 Council Meeting for Public Hearing. The Chairman closed the Public Hearing.

New Business: None.

Payment of Bills:

Motion: I move Council authorize payment of Postage, Payroll (2/23/18), Payroll (3/9/18), Voucher Nos. 23432-23447 (Prepays), Voucher Nos. 23448-23491, from the General Fund Account in the amount of \$109,147.68; Voucher Nos. 4360-4361 from Capital Reserve in the amount of \$7,040.78; Voucher No. 152 from the Liquid Fuels Account in the amount of \$5,825.33; Voucher Nos. 4609-4612 from the Escrow Account in the amount of \$14,136.51; Voucher No. 4189-4190 (Prepaid), Voucher Nos. 4191-4194 from Water Account in the amount of \$54,421.22; Voucher No. 5599 (Prepaid), Voucher Nos. 5600-5606 from the Sewer Account in the amount of \$37,165.38 for a Grand Total Expenditure of \$227,736.90.

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

Courtesy of the Floor: None.

Adjournment:

The meeting was adjourned at 5:59 P.M.

Respectfully submitted,



Christopher J. Garges
Township Manager