

2025

RE-ORGANIZATION MEETING

January 6, 2025

The annual re-organization meeting of the Board of Supervisors, Hanover Township, Northampton County, Pennsylvania, was called to order at the Township Municipal Building, 3630 Jacksonville Road, Bethlehem, PA 18017, at 6:00 P.M. by Mark Hudson.

Present were Supervisors Diacogiannis, Gross, Lawless, Prendeville and Versteeg.

The Pledge of Allegiance was performed.

The next order of business was to reorganize the Board of Supervisors.

Mr. Hudson asked for nominations for Chair for 2025. Mr. Diacogiannis nominated Ms. Lawless. Mr. Hudson asked three more times for any other nominations and hearing none directed the Secretary to cast one vote for the unanimous appointment of Ms. Susan A. Lawless Chair of the Board of Supervisors for the year 2025.

Ms. Lawless thanked the Board for their confidence and support, and indicated she was looking forward to a successful and productive 2025.

Mr. Hudson asked for nominations for Vice Chair for 2025. Mr. Gross nominated Ms. Jean Versteeg. Mr. Hudson asked three more times for any other nominations and hearing none directed the Secretary to cast one vote for the unanimous appointment of Ms. Jean Versteeg as Vice Chair of the Board of Supervisors for the year 2025.

Ms. Versteeg thanked the Board for their confidence and support.

Mr. Hudson turned the meeting over to Ms. Lawless.

Ms. Versteeg motioned to move the agenda and that an aye vote be recorded for each board member on all motions except where to do so would constitute a conflict of interest. Mr. Gross seconded the motion. Ms. Lawless asked if any member wanted to discuss or vote on any motion individually. She stated that it is customary during Reorganization Meetings to move the agenda as opposed to making, seconding, and conducting a roll call on each motion. Reorganization meetings are required by the Second-Class Township and are mostly procedural. Without that request, Ms. Lawless called for a roll call vote on the motion.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

The following items were approved based on Ms. Versteeg's motion and its passage:

Upon a motion of Ms. Versteeg, seconded by Mr. Gross, the Board unanimously approved to re-appoint Mr. James Broughal, representing the Law Firm of Broughal & DeVito, L.L.P., as Township Solicitor for the year 2025 at the rate of \$190.00 per hour - regular issues and \$190.00 per hour - court

appearances for all work as well as \$190.00 per hour for attendance at any meeting as indicated in his letter dated October 10, 2022, and reconfirmed in an email dated July 15, 2024. The fees are also extended to any partner or associate of Broughal & DeVito, L.L.P. in the absence of Mr. Broughal.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

It is noted for the record that Herbein CPA's & Advisors, has been previously retained to perform the 2024 audit, with his fee for this work to be \$17,500.00, pursuant to an agreement, dated October 1, 2024. Ms. Lawless acknowledged this note for the record.

Upon a motion of Mr. Prendeville, seconded by Mr. Gross, the Board unanimously approved to appoint the following Supervisors as Chairperson of the following Committees:

Administration	Prendeville
Development	Gross
Planning & Zoning	Versteeg
Public Works	Diacogiannis

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of Mr. Gross, seconded by Mr. Prendeville, the Board unanimously approved to re-appoint Mr. Brien R. Kocher, representing Hanover Engineering Associates as the Township Engineer for the year 2025 with a retainer fee of \$250.00 per month. This retainer fee represents payment for regularly scheduled meetings of the Board of Supervisors and engineering, advice, and assistance of a general nature. The retainer fee also represents payment for an associate of the firm who attends in Mr. Kocher's absence. All other time spent by Mr. Kocher, or an associate of Hanover Engineering on Township matters shall be noted by assigned work orders and work order numbers and charged at rates set forth in the 2025 Fee Schedule, submitted by Mr. Brien R. Kocher, PE with his cover letter dated November 1, 2024, a copy of which is attached and made part of the minutes.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of Mr. Gross, seconded by Mr. Prendeville, the Board unanimously approved to re-appoint Mr. Theodore Lewis as Solicitor to the Zoning Hearing Board. The time spent by Mr. Lewis on Zoning Hearing Board matters is to be assigned subject designations and charged to the designated subject at a rate of \$170.00 per hour as indicated in his letter of September 12, 2024.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of Mr. Gross, seconded by Mr. Prendeville, the Board unanimously approved to renew the authorization for the Secretary, Assistant Secretary or Township Manager's Secretary to attend the Board of Supervisors meetings at \$100.00 per meeting attended.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of Ms. Versteeg, seconded by Mr. Diacogiannis, the Board unanimously approved to renew the authorization for the Planning Commission to retain clerical and secretarial services for attendance

and preparation of minutes required by the Planning Commission at \$80.00 per meeting and an hourly rate of \$20.00 per hour for other services as approved by the Planning Commission Chair. Total cost of such services for the calendar year 2025 shall not exceed \$2,000.00. A copy of this motion is to be sent to the Chair of the Planning Commission by the Township Secretary.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of Mr. Versteeg, seconded by Mr. Diacogiannis, the Board unanimously approved the following paid Holiday schedule for 2025 for all Township and Community Center full-time employees.

Good Friday (4/18/2025)
Memorial Day (5/26/2025)
Independence Day (7/4/2025)
Labor Day (9/1/2025)
Thanksgiving Day (11/27/2025)
Friday after Thanksgiving (11/28/2025)
Christmas Eve Celebrated (12/24/2025)
Christmas Day Celebrated (12/25/2025)
Day after Christmas (12/26/2025)
New Year's Day 2025 (1/1/2025)

Choice of Two Floating Days (Choice of MLK Birthday (1/20/2025), Presidents' Day (2/17/2025), Eid al-Fitr (3/31/2025), First Night of Passover (4/22/2025), Eid al-Adha (06/06/2025), Juneteenth (6/19/2025), Rosh Hashanah (9/22/2025), Yom Kippur (10/02/2025), Columbus Day (10/13/2025), Diwali (10/21/2025), General Election Day (11/4/2025), or Veterans Day (11/11/2025). Handbook will be updated accordingly.

When paid holidays occur, that does not mean the Community Center will be closed on those days. On selective holidays, as approved by the Township Manager, hours may be shortened with notice.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of Mr. Diacogiannis, seconded by Mr. Gross, the Board unanimously approved the following paid Holidays for Crossing Guards for the calendar year 2025 as follows:

Good Friday (4/18/2025)
Memorial Day (5/26/2025)
Labor Day (9/1/2025)
Thanksgiving Day (11/27/2025)
Christmas Day (12/25/2025)

Unless any of these days are designated legal school days by the Bethlehem Area School District or a parochial school attended by a Hanover resident.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of Mr. Diacogiannis, seconded by Mr. Gross, the Board unanimously approved to appoint Mr. Scott J. Brown #01716, Mr. Christopher A. Taylor #03138, and Mr. Jacob A. Schray #03134, Luke K Eggert #04090, Paul Gallagher Saba #04167, and Nadia Einfalt #04198 of Hanover Engineering Associates, Inc. as State Sewage Enforcement Officers for Hanover Township.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of Mr. Diacogiannis, seconded by Mr. Gross, the Board unanimously approved to appoint Mr. Stephen J. Elton as the Hanover Township Fire Marshal.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of Mr. Diacogiannis, seconded by Mr. Gross, the Board unanimously approved to appoint the following as Special Fire Police for Hanover Township under Section 1914 of the Second-Class Township Code; Fire Police Captain Tyler Issac (1591), Fire Police Lieutenant Cody Chaszar (1592), Scott Milham (1594), Sean Davis (1595), Anglo Vilani (1596), Robert Dilliplane (1597) & Laks Srinivasan (1598) for the calendar year 2025.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of Mr. Diacogiannis, seconded by Mr. Gross, the Board unanimously approved appointing Martin Limpar as Animal Control Officer for Hanover Township.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of Mr. Gross, seconded by Mr. Diacogiannis, the Board authorizes the Township Manager, and in the absence of the Township Manager, the Public Works Director, as Purchasing Officers with a purchase authorization to a maximum of \$23,800.00. Purchases of more than \$23,800.00 require a formal bid. In addition, the minimum purchase for telephone quotes is \$12,900. Purchases and contracts between \$12,900 and \$23,800 require three written/telephonic quotations. Purchases more than \$23,800 in an emergency require the approval of the Chair of the Board of Supervisors, followed by authorization by the entire Board.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of Mr. Gross seconded by Mr. Diacogiannis, the Board unanimously voted to approve compensation for each member of the Planning Commission at \$300.00 annually, paid quarterly.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of Mr. Prendeville, seconded by Ms. Versteeg, the Board unanimously voted to approve compensation for each member of the Zoning Hearing Board at \$300.00 annually, paid quarterly.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of Mr. Gross, seconded by Mr. Prendeville, the Board unanimously approved to appoint Julie Bailey as Chair of the Vacancy Board.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon motion of Ms. Versteeg, seconded by Mr. Gross, the Board approved to reappoint Telly Diacogiannis as the Township's representative to the Bethlehem Public Library Board and to reappoint Michael Prendeville as the Alternate for calendar year 2025.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Appointment – Planning Commission

Mr. Prendeville tabled the motion for the appointment and reappointments for the Planning Commission members until the Board of Supervisors meeting on January 14, 2025.

Mr. Diacogiannis seconded the motion.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon motion of Mr. Gross, seconded by Ms. Versteeg, the board unanimously accepted with regret the resignation of Peter Garland from the Zoning Hearing Board, effective immediately. Mr. Gross asked the Secretary to send a letter of thanks.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon motion of Ms. Versteeg, seconded by Mr. Gross, the Board unanimously approved the appointment of Henry Guarriello to the Zoning Hearing Board as an alternate to finish a three-year term to expire December 31, 2025 and to reappoint Barbara Baldo to the Zoning Hearing Board for a three-year term to expire on December 31, 2027.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon motion of Ms. Versteeg, seconded by Mr. Gross, the Board unanimously approved the appointment of Brenda Happ to the Shade Tree Advisory Board for a four-year term to expire December 31, 2028 and to reappoint Blair Bates to the Shade Tree Advisory Board for a four-year term to expire December 31, 2028.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon motion of Ms. Versteeg, seconded by Mr. Gross, the Board unanimously approved the reappointment of Evan Diacogiannis to the Recreation Advisory Board for a three-year term to expire December 31, 2027.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon motion of Mr. Prendeville, seconded by Mr. Gross, the Board approved to reappoint John Diacogiannis as the voting representative for Hanover Township on the Colonial Regional Police Commission and Jean Versteeg as the alternate representative.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon motion of Mr. Prendeville, seconded by Ms. Versteeg, the Board unanimously approved to reappoint John Diacogiannis as the voting representative for Hanover Township for action by the Pennsylvania State Association of Township Supervisors (PSATS).

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon motion of Mr. Prendeville, seconded by Ms. Versteeg, the Board unanimously approved to appoint John Diacogiannis the voting representative for Hanover Township for action by the Nazareth Area Council of Governments (NazCOG) and Stephen Gross as alternate. This appointment remains in effect until further action by the Board of Supervisors.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of Ms. Versteeg, seconded by Mr. Gross, the Board unanimously approved to adopt the following Resolution 25-01 regarding the Township Manager's wages.

RESOLUTION 25-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF HANOVER TOWNSHIP – NORTHAMPTON COUNTY, PENNSYLVANIA, ESTABLISHING THE COMPENSATION OF THE TOWNSHIP MANAGER FOR 2025.

WHEREAS, Section 1301 (b) of the Second-Class Township Code, P.L. 350, No. 60, as amended, requires that the Board of Supervisors establish the compensation of the Township Manager by Resolution.

THEREFORE, BE IT RESOLVED AND IT IS HEREBY RESOLVED on this day that compensation for the office of Township Manager of Hanover Township, Northampton County, be fixed at an annual salary of \$164,800.00 per year, payable bi-weekly (\$6,338.46) from the General Fund of the Township. Effective date of salary is January 1, 2025. The Township Manager is salaried for forty hours per week. Position is Exempt.

Any resolution or part of this resolution conflicting with any other resolution shall be and the same is hereby repealed insofar as the same affects this resolution.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of Ms. Versteeg, seconded by Mr. Gross, the Board unanimously approved to adopt the following Resolution 25-02 regarding the Township Secretary, Public Works Director, and Township Treasurer wages.

RESOLUTION 25-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF HANOVER TOWNSHIP - NORTHAMPTON COUNTY, PENNSYLVANIA, ESTABLISHING THE COMPENSATION OF THE TOWNSHIP SECRETARY, PUBLIC WORKS DIRECTOR, ZONING OFFICER AND TOWNSHIP TREASURER FOR 2025.

WHEREAS, the Board of Supervisors on an annual basis establishes compensation for the Director of Administration/Township Secretary/Assistant Treasurer, Public Works Director, and Township Treasurer/Assistant Secretary.

THEREFORE, BE IT RESOLVED AND IT IS HEREBY RESOLVED on this day that compensation for the Township Secretary/Assistant Treasurer \$63,836.03 (\$2,455.23 bi-weekly) per year, Public Works Director is established at \$102,011.10 (\$3,923.50 bi-weekly) per year, Zoning Officer is established at \$55,000.00 (\$2,115.38 bi-weekly) per year Township Treasurer/Assistant Secretary \$78,013.57 (\$3,000.52 bi-weekly) per year. Effective date of salary is January 1, 2025. These positions are salaried for forty hours per week and are Exempt.

Any resolution or part of this resolution conflicting with any other resolution shall be and the same is hereby repealed insofar as the same affects this resolution.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of Ms. Versteeg, seconded by Mr. Gross, the Board unanimously approved to adopt the following Resolution 25-03 regarding the Recreation, Assistant Recreation Director & Preschool Director wages.

RESOLUTION 25-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF HANOVER TOWNSHIP - NORTHAMPTON COUNTY, PENNSYLVANIA, ESTABLISHING THE COMPENSATION OF RECREATION DIRECTOR, ASSISTANT RECREATION DIRECTOR AND PRESCHOOL DIRECTOR FOR 2025.

WHEREAS, the Board of Supervisors on an annual basis establishes compensation for the Recreation Director and Assistant Recreation Director.

THEREFORE, BE IT RESOLVED AND IT IS HEREBY RESOLVED on this day that compensation for the Recreation Director is established at \$75,889.36 per year (\$2,918.82 bi-weekly), Assistant Recreation Director is established at \$55,300.70 per year (\$2,126.95 bi-weekly) and Preschool Director \$46,791.10 per year (\$1,799.66 bi-weekly) from the Recreation Fund of the Township. Effective date of salary is January 1, 2025. Position is salaried for forty hours per week and is Exempt.

Any resolution or part of this resolution conflicting with any other resolution shall be and the same is hereby repealed insofar as the same affects this resolution.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of Ms. Versteeg, seconded by Mr. Prendeville, the Board unanimously approved to

adopt the following Resolution 25-04 for Township Depositories.

RESOLUTION 25-04

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF HANOVER TOWNSHIP -
NORTHAMPTON COUNTY, PENNSYLVANIA, DESIGNATING OF DEPOSITORIES
FOR THE TOWNSHIP FUNDS FOR 2025.**

WHEREAS, Section 708 of the Second-Class Township Code, P.L. 350, No. 60, as amended, requires the designation of depositories for Township funds on an annual basis; and

WHEREAS, security is not required from those institutions insured by the Federal Deposit Insurance Corporation or the Commonwealth Credit Union Share Insurance Fund or their successor agencies unless the amount of any deposits are more than the insured limits.

Be it resolved and it is hereby resolved that the following institutions are designated as depositories for Township funds for the year 2025:

Embassy Bank for the Lehigh Valley: 100 Gateway Drive, Suite 100, Bethlehem, PA 18017; and
Penn Community Bank: 3969 Durham Road, Doylestown, PA 18902-1326; and
Truist: 2 City Center, 645 Hamilton Street, Suite 1000, Allentown, PA 18101-2188; and
PNC Bank, National Assoc.: The Tower at PNC Plaza. 300 Fifth Avenue, Pittsburgh, PA 15222
Great Eastern Management, Inc.: 775 Old Country Road, Suite #201, Westbury, NY 11590

Any resolution or part of a resolution conflicting with this resolution and the same is hereby repealed insofar as the same affects this resolution.

Also, to authorize the Secretary to forward a letter to this bank advising them that the Board has designated them as a Township depository and request that the banks state their policy pledging assets against municipal deposits.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of Ms. Versteeg, seconded by Mr. Diacogiannis, the Board unanimously approved to authorize the Chair, Vice Chair, Township Manager, Treasurer or Assistant Treasurer to co-sign checks drawn on Township funds and that the signature cards be updated reflecting this motion.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of Mr. Prendeville, seconded by Ms. Versteeg, the Board unanimously approved to appoint the members of the Board of Supervisors for 2025 as Roadmasters for the following Districts:

Supervisor Diacogiannis	District #1
Supervisor Versteeg	District #2
Supervisor Gross	District #3
Supervisor Lawless	District #4
Supervisor Prendeville	District #5

Districts are outlined on a map attached at the end of these minutes.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of Mr. Gross, seconded by Mr. Prendeville, the Board unanimously approved to adopt the following Resolution 24-05 for Supervisors responsibilities acting as Roadmasters.

RESOLUTION 25-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF HANOVER TOWNSHIP - NORTHAMPTON COUNTY, PENNSYLVANIA, APPPOINTING SUPERVISORS AS ROADMASTERS FOR 2025.

WHEREAS, the Township Solicitor has indicated to the Board of Supervisors that pursuant to Section 602(C) of the Second-Class Township Code, that the Board of Supervisors may delegate certain responsibilities as outlined in Section 2302 to Supervisors acting as Roadmasters.

Be it resolved and it is hereby resolved that the Board of Supervisors, Hanover Township, Northampton County, Pennsylvania hereby issues a general order of the Board of Supervisors requiring that Supervisors serving as Roadmasters shall be responsible for all such items designated in Section 2302 (1), (2) & (3) of the Second Class Township Code including, but not limited to, the review of all plans and construction with regard to municipal facilities and responsible for the handling of all citizen complaints and responsibility of all other matters that may be delegated to Supervisors pursuant to Second Class Township Code at such times other than official meetings of the Board of Supervisors.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless – aye.

Upon a motion of Ms. Versteeg, seconded by Mr. Prendeville, the Board unanimously approved to adopt the following Resolution 24-06 for establishing compensation for the Tax Collector.

RESOLUTION 24-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF HANOVER TOWNSHIP - NORTHAMPTON COUNTY, PENNSYLVANIA, ESTABLISHING THE COMPENSATION FOR THE TAX COLLECTOR FOR 2025.

WHEREAS, Section 35 of the Local Tax Collection Law (72 PS Section 5511.35) provides that the tax collector in Townships of the Second Class shall receive as compensation for the collection of Township Taxes, salary, wages, or a commission on all such taxes to be fixed by the taxing authorities levying such taxes not exceeding per centum of the amount collected; and

WHEREAS, for the collection of Township Taxes, the tax collector shall be allowed by the taxing authorities, needful expenditures for printing, postage, books, blanks, and forms; and

WHEREAS, Section 36.1 of the same act further provides that the taxing authorities set the compensation for the office of tax collector.

THEREFORE, BE IT RESOLVED AND IT IS HEREBY RESOLVED on this day that compensation for the office of tax collector of Hanover Township, Northampton County, be fixed at the rate of one hundred fifty-six dollars and twenty-five cents (\$161.25) for the fiscal year 2025.

RESOLVED, that the Township shall make payment or otherwise provide for printing, postage, books, blanks, training, and forms as required in the duties of this office.

Any Resolution or part of this resolution conflicting with any other resolution shall be and the same is hereby repealed insofar as the same affects this resolution.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless – aye.

Upon a motion of Mr. Prendeville, seconded by Mr. Diacogiannis, the Board unanimously approved to authorize the Secretary to send letters to all newly appointed, resigning or retiring members of Boards, Commissions or Committees notifying them of their appointments, or thanking them for their services during their terms of office.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of Mr. Prendeville, seconded by Mr. Diacogiannis, the Board unanimously approved to authorize the Secretary to send letters to all Boards, Commissions, Committees and Agencies advising them of the amount allocated for 2025. Expenditure of any funds requires the approval of the Township Manager / Treasurer.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of Mr. Prendeville, seconded by Ms. Versteeg, the Board unanimously approved the following pay schedule for full and part-time Township positions effective January 1, 2025, as recommended by the Township Manager. 2025 wages are determined by the associates 2024 wages, 2024 performance evaluation and the 2025 Salary Increase Guidelines.

Township	Position	Hourly Wage/Up to Effective 1/1/2025
	Township Manager Secretary	\$24.00
	Code Enforcement Officer	\$25.00
	Office Support Associate	\$20.25
	Receptionist/Clerk	\$22.00
	Permit Coordinator/Zoning Asst.	\$20.00
	Laborer	\$24.00
	Equipment Operator	\$42.00

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of Ms. Versteeg, seconded by Mr. Diacogiannis, the Board unanimously approved compensation for Crossing Guards at the rate of \$19.00 per hour in 2025 with the rate being apportioned between the Bethlehem Area School District and Hanover Township as per the 1980 Agreement.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of Ms. Versteeg, seconded by Mr. Diacogiannis, the Board unanimously approved the hiring of snow emergency help at the rate of up to \$40.00 per hour for individuals with CDL licenses and up to \$30.00 per hour for all others. Hiring is at the discretion of the Township Manager/Public Works Director.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon a motion of Mr. Prendeville, seconded by Mr. Gross, the Board unanimously approved the following pay schedule for part-time Township positions effective January 1, 2025, as recommended by the Recreation Director.

Community Center Part-Time	Position	Hourly Wage/Up to Effective 1/1/2025
	Custodian	\$14.50
	Fitness Instructor	\$23.00
	Front Desk Staff	\$12.25
	Program Instructor – Karate	\$23.00
	Program Instructor – Miscellaneous	\$16.00
	Program Instructor – Pickle Ball	\$21.00
	Program Instructor – Tennis	\$28.00
	Program Instructor – Zumba	\$19.00
Pre-School Age Programing		
	Preschool Teachers	\$17.50
Parks and Camps		
	Summer Camp Lead Counselor	\$14.00
	Summer Camp Counselor	\$11.00
	Parks Lead Counselor	\$14.00
	Parks Counselor	\$11.00
Pool		
	Pool Concessions	\$15.50
	Pool Gate	\$13.50
	Lifeguard	\$15.00
	Head Lifeguard	\$16.00
	Asst. Pool Manager	\$17.00
	Pool Manager	\$18.00

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Upon motion of Mr. Prendeville, seconded by Ms. Versteeg, the Board unanimously approved the Township Staff to update the Employee Handbook with the dates and other information approved during this 2025 Re-organization meeting.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

COURTESY OF THE FLOOR

No comments.

Upon a motion of Mr. Prendeville, seconded by Mr. Gross, the Board unanimously approved adjournment at 6:08 P.M.

Mr. Diacogiannis – Aye, Prendeville — aye, Mr. Gross — aye, Ms. Versteeg — aye, Ms. Lawless - aye.

Kimberly Lymanstall
Secretary