

BOARD OF SUPERVISORS
Zoning & Code Enforcement
Hanover Township Northampton County
3630 Jacksonville Road
Bethlehem, Pennsylvania 18017-9302
610.866.1140
Fax 610.758.9116

Mark Hudson, Township Manager
Tracy Lussier, Zoning Officer – B.C.O.
Code Enforcement

Thursday, May 8, 2025

To: Board of Supervisors
Mark L. Hudson
Kimberly Lymanstall
Barbara Baldo
Rashmi Sheth
Henry Guarriello
Brian Dillman
Ted Lewis, Esquire
Jim Broughal, Esquire
Brien Kocher, HEA

RE: Zoning Petition: 25 ZHB-02
Applicant: Brett & Sarah Briggs
Property location: 4726 Kathi Drive
Zoning District: R1-S

Enclosed is a copy of the application received April 11, 2025, from Brett & Sarah Briggs, requesting to construct a second floor addition and two second floor decks, one on each side of the addition.

Meeting is tentatively scheduled for Thursday May 22, 2025.

Mark Hudson

NOTICE OF HEARING OF THE
ZONING HEARING BOARD OF HANOVER TOWNSHIP
NORTHAMPTON COUNTY, PENNSYLVANIA

Notice is hereby given that the Hanover Township Zoning Hearing Board of Northampton County of PA will hold hearings commencing at 7pm at the municipal building at 3630 Jacksonville Road, Hanover Township, on Thursday, May 22, 2025, on the petition of Brett and Sarah Biggs on property owned by them at 4726 Kathi Drive in a R1S Residential Suburban Zoning District. Petitioners desire to construct a second-floor addition and two second floor decks, one on each side of the addition. Petitioners request the zoning board for an interpretation as to whether said construction requires a variance from the maximum lot coverage provisions of the ordinance, or whether the township is estopped from enforcing the maximum lot coverage provisions of the ordinance. In the alternative the Petitioners request a variance from the maximum lot coverage provisions of the ordinance.

All those wishing to be heard concerning said petition should be present at the time and place of the hearing.

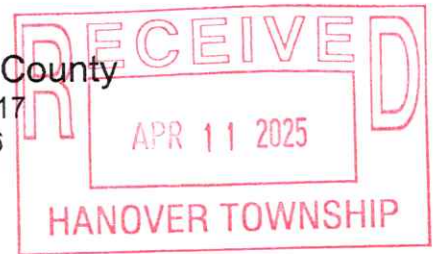
Theodore R. Lewis, Solicitor
Zoning Hearing Board of
Hanover Township



HANOVER TOWNSHIP, Northampton County

3630 Jacksonville Rd, Bethlehem PA 18017

Phone 610-866-1140 Fax 610-758-9116



PETITION

NOTICE: This Petition, in order to be acted upon by the Zoning Hearing Board must be fully completed in accordance with the "instructions to applicant." Failure to do so will result in a denial of the Petition without refund of your filing fee.

Application is made this 11th day of April, 20 25

I. PROPERTY INFORMATION (location and existing conditions for which a special permit is being applied):

1. Address of property for which a special permit is requested:
4726 Kathi Dr., Bethlehem, PA 18017-8751
2. Tax Parcel No.: M5NE2 4 5 0214
3. Current Zoning Classification: Residential R1-S
4. The Dimension of the land area are: 149.28' x 159.50' x 13.28' x 170.82'
5. The real estate contains 13804 square feet.
6. The real estate in question is presently classified under the Hanover Township Zoning Ordinance as:
Residential R1-S
(a) The real estate is presently used for the purpose of: Single Family Dwelling
(b) and contains buildings and other improvements consisting of (if real estate is vacant land, so note):
Single Family Home

II. OWNER INFORMATION

1. Owner of property: Biggs, Brett & Sarah Telephone 6104289358
(all parties to the title must be listed, attach additional page if needed)
Address 4726 Kathi Dr., Bethlehem, PA 18017

III. APPLICANT INFORMATION (herein after known as the "Petitioner")

1. Applicant ("Petitioner(s)") Brett Biggs Telephone 6104289358
(all parties must be listed, attach additional page if needed)
Address 4726 Kathi Dr., Bethlehem, PA 18017
2. Petitioner is the (check one or more)
☒ Owner ☒ Occupant ☐ Agent for: _____ ☐ Other: _____
3. Attorney representing Petitioner(S): Michael A. Santanasto Telephone 6108491780
Address 210 E. Broad St.
Bethlehem, PA 18018
4. Petitioner: (check appropriate action)
☐ Hereby appeals from the decision of the Zoning Administrator, or other township Official; or
☒ Hereby applies for a special exception or permit, or variance, from the terms of the Zoning Ordinance; or
☒ Hereby applies for: pre-existing non-conforming / estoppel
5. Petitioner appeals or makes application from the order, requirement, decision or determination of the Zoning Administrator or other Township Official made on March 11, 20 25, which was as follows: (quote, or if insufficient space, attach additional page). Attached

6. Petitioner claims that the variance, exception, or other relief should be granted as herein requested under the following sections of the Hanover Township Zoning Ordinance. (cite all sections supporting your position, or relevant to the consideration of your Petition) _____
See attached Narrative

7. The variance or exception requested and the new improvements desired to be made as follows:

(a) Building(s) to be erected: Not subject to variance.

(b) Building(s) to be changed: Not subject to variance.

(c) Building(s) to be used for: Not subject to variance.

8. The plot plan, drawings, sketches and other exhibits attached hereto are made a part hereof. Please include 22 copies of the petition and all these attachments.
9. Petitioner believes that the exceptions, variance, Conditional Use or other relief requested should be granted for the following reasons: (attach additional sheet if necessary) See Attached Narrative
10. Petitioner agrees to comply with all provisions of the Hanover Township Zoning Ordinance and is aware that the Ordinance provides for penalties for violations of its provisions.
11. The Petitioner further acknowledges that the Board does not have to consider any application until all information requested by the Board of Supervisors is submitted by said applicant, and that in the event this information is not submitted in full within twenty (20) days from the date of the initial Board of Supervisors Hearing, then the Board may deny such application, with or without prejudice to the applicant.
12. Wherever additional information is requested by the Zoning Hearing Board, and leave to submit additional information is specifically granted by the chairman of the Zoning Hearing Board, then in consideration of the Board's forbearance in not refusing the application at the conclusion of the hearing, the Petitioner agrees to extend the time for consideration of the application by the Zoning Board for the number of days after the date of decision specified in any Ordinance of the Township, by the same number of days which the Zoning Hearing Board's consideration of the Petition was delayed by failure on the part of Petitioner to submit additional information requested.

NOTE: All Petitioners must sign
at least one must sign in the
presence of a person capable
of administering an oath (see below) _____ (SEAL)


Petitioner

_____ (SEAL)

_____ (SEAL)

_____ (SEAL)

_____ (SEAL)

NOTE: The following affidavit must be taken before a Notary Public or other appropriate official by one of the Petitioners.



BOARD OF SUPERVISORS
Zoning & Code Enforcement
Hanover Township Northampton County
3630 Jacksonville Road
Bethlehem, Pennsylvania 18017-9302
610.868.1140
Fax 610.758.9116

Mark Hudson, Township Manager
Tracy Luitsser, Zoning Officer - B.C.O.

March 11, 2025

Brett R & Sarah R Biggs
4726 Kathi Drive
Bethlehem PA 18017-8751

RE: Permit Application Denial
Parcel ID M5NE2 4 5 0214

Dear Mr. and Ms. Biggs,

Your application to expand your home via constructing second floor office addition, flanked by two new second-floor decks on each side the new addition, in the rear of your property. has been reviewed for compliance with Hanover Townships Zoning Ordinance and is hereby denied. The existing features of the property currently exceed 33% maximum lot coverage in the R1-S Residential Suburban Zoning District pursuant to §185-26.F. (2) Area and Bulk Requirements; Minimum side yard, (see chart below).

§ 185-26 F (2) Regulations applicable to R1-S residential districts.
Area and bulk requirements. The following requirements shall be observed in the R1-S District:

One Single-Family Detached House Open Space ¹		
Minimum lot area ²	12,000 square feet	NR
Minimum lot width	90 feet	NR
Maximum lot coverage	33%	NR
Minimum front yard	25 feet	NR
Minimum side yard, each	10% of lot width	NR
Minimum rear yard	40 feet	NR
Maximum building or structure height	35 feet	NR

Consider this letter a denial of your application in accordance with Section §185-44 of the Hanover Township Zoning Ordinance.

Your Right to Appeal

Any person aggrieved by any action of the Township or its designee relevant to the provisions of this chapter may appeal using the appeal procedures established in the Pennsylvania Municipal Planning Code.

After you have resolved all Zoning requirements, you may resubmit for further consideration.

Sincerely,
K. Vossough
Zoning Officer

FOR INDIVIDUAL PETITIONERS:

COMMONWEALTH OF PENNSYLVANIA)

COUNTY OF Northampton)

) ss:

ON THIS, the 10th day of April, 2025, before me, Patricia M. Gerencer
the undersigned officer,

personally appeared, Brett Biggs,

known to me (or satisfactorily proven) to be the person whose name (is)(are) subscribed to the within instrument, and acknowledged that he executed the same for the purposes therein.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

(SEAL)

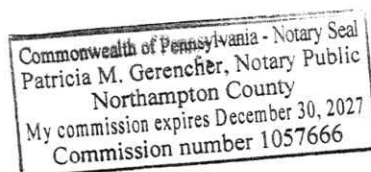
Signature of the Petitioner taking affidavit

Sworn to and subscribed before me

This 10th day of April 2025.

Patricia M. Gerencer

NOTARY PUBLIC



FOR CORPORATE PETITIONERS:

COMMONWEALTH OF PENNSYLVANIA)

COUNTY OF _____)

) ss:

ON THIS, the _____ day of _____, 20____, before me, _____
the undersigned officer,

personally appeared, _____,

who acknowledged _____ self to be the _____ of
_____, a corporation, and that he as such _____ being
authorized to do so, executed the foregoing instrument for the purposes therein contained by signing the name of the
corporation by _____ self as _____.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

(SEAL)

Signature of the Petitioner taking affidavit

Sworn to and subscribed before me

This _____ day of _____ 20__.

NOTARY PUBLIC



BOARD OF SUPERVISORS
Zoning & Code Enforcement
Hanover Township Northampton County
3630 Jacksonville Road
Bethlehem, Pennsylvania 18017-9302
610.866.1140
Fax 610.758.9116

Mark Hudson, Township Manager
Tracy Luisser, Zoning Officer – B.C.O.

ZONING REVIEW

Submission Date(s): April 14, 2025 – *Updated Plot Plan April 25, 2025*

Project: **Zoning Haring Board Appeal**
Use & Lot Coverage Expansion
Addition of 2nd Story Living/Office Space
& Two 2nd Story Un-Covered Decks

PROJECT PARID: M5NE2 4 5 0214

Address: 4726 Kathi Drive

Applicant: Brett R & Sarah R Biggs

Zoning District: R1-S Residential Suburban Zoning District

This report serves as the Zoning Officer's review of the above referenced submission(s), and includes review of

- Applicant's April 14, 2025 Zoning Hearing Board Appeal,
- Accompanying narrative, and
- April 24, 2025 Plot Plan.
- §185-26 F (2) Regulations applicable to R1-S residential districts, area and bulk requirements, Maximum Lot Coverage of 33%





Parcel Location

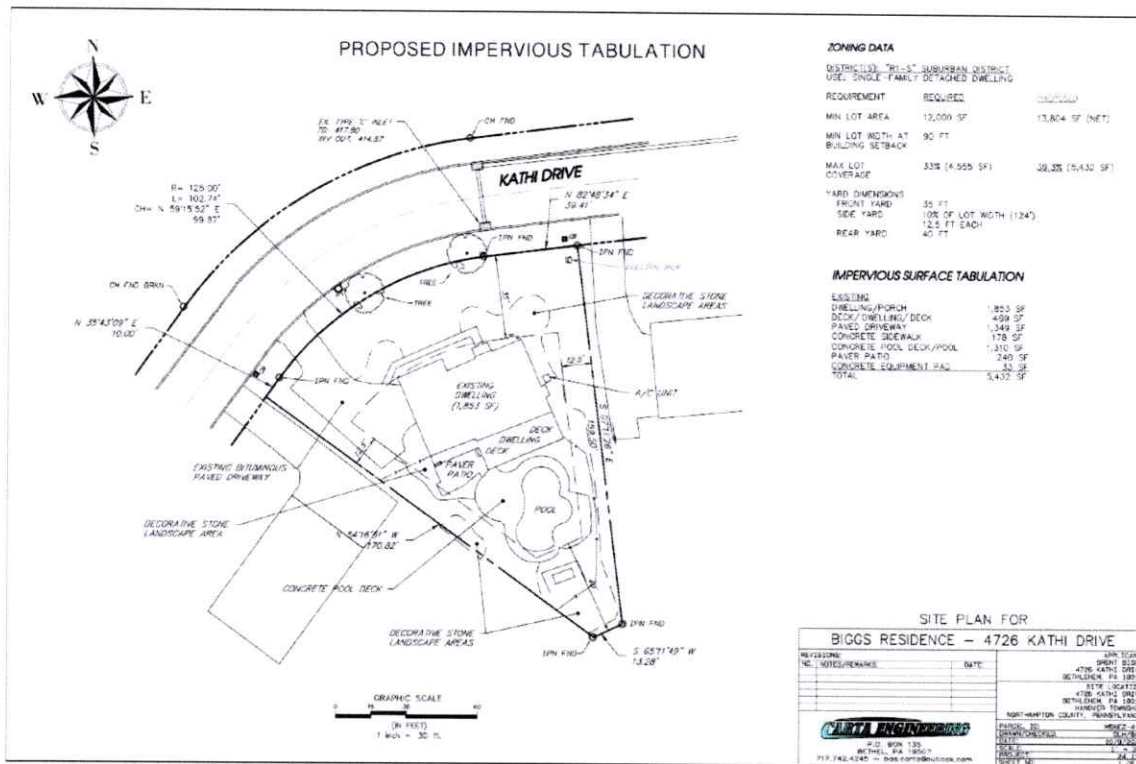


SUBJECT PROPERTY:

- Located in the RS-1 Residential Suburban Zoning District.
- 1988 - Pointe North subdivision approved.
- 1995 - Existing single-family erected (*1,996 SF Lot Coverage per Northampton Tax Records, excluding driveways, patios, sidewalks*)
- 2005 – Pool Erected (*630 SF Coverage per Northampton Tax Records*)
- 2008 – Applicant purchased structure
- Dwelling is located on the 14,280 SF (.3278 acre) parcel of land (*per Northampton County Tax Records*).
- Applicant states dwelling is located on 13,804 SF parcel of land
- Subdivision lot sizes vary (regular and irregular shaped) from .274 Acres to .425 acres
- Existing Lot Coverage of 38.3% (per applicant) versus 33% permitted

PROPOSED PROJECT:

- Applicant currently exceeds maximum 33% lot coverage, equating to a total of 877 SF above that which is permitted on subject lot
- Applicant proposes removal of 396 SF of existing decks and paver patio, located rear of home and garage, and replacing with 469SF, which encompasses:
 - Erection of 14' x 12' 2nd story addition, flanked on one side by an +/- 9' x 12' deck and +/- 11' x 12' deck on the other side of the addition, resulting in an increase of *143 SF of additional impervious coverage beyond that which currently exists*. It is unclear if grade level patio(s) below decks will be replaced.



APPEAL:

Applicant seeks:

- Variance by Estoppel** for the existing 5.3% difference (877 SF) between the Existing (5,289 SF) 38.3% Maximum Lot Coverage vs the Permitted (4,555SF) 33% Maximum Lot Coverage; and
- De Minimus Maximum Lot Coverage Variance of requirements outlined in 185-26-F(2)** to enable the erection of an additional 143 SF above the existing 38.3% Lot Coverage. If so granted, this will result in the lot coverage totaling 39.35%. The total existing lot coverage as of date is 5,289SF. Proposed Improvements will result in lot coverage amounting to 5,432SF.

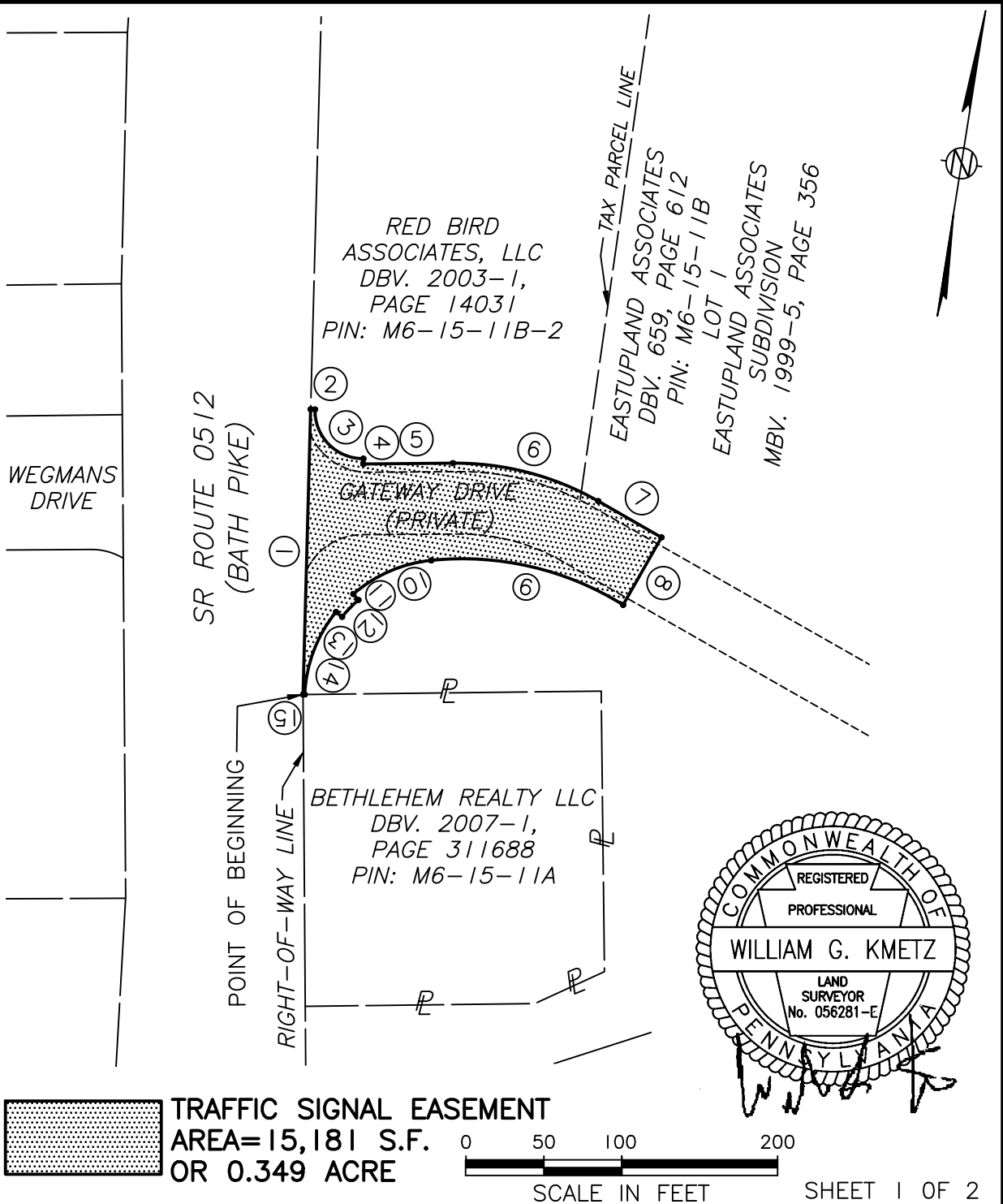
Alternatively,

Given that there is a strong likelihood that the impervious lot coverage conditions may have been created prior to the applicant's 2008 purchase of this home, the Zoning Hearing Board may wish to consider a variance for a De Minimus dimensional variance from 185-26-F(2) for the total 877 SF (6.35%) exceedance in Maximum Lot Coverage Variance, that includes the existing 5.3% exceedance in impervious coverage, and the request for an additional 143 SF (1.05%) impervious coverage sought for the proposed project, as opposed to a Variance by Estoppel.

It should be notes, that if so granted, applicant will be required to adhere to requirements outlined in §185-25C.5.(a)1-7 and §185-25C.5.(b)1-6. Furthermore, applicant shall take note of the need for conditional use approvals if patio beneath deck is to be replaced. §185-25C.5.(a) "Patios and decks for single-family detached residential dwelling units located in an R1-R, R1-S, or R1-U Zoning District shall be permitted without conditional use in accordance with the following standards: 7 Patios and walkways are considered part of lot coverage. Lot coverage shall not exceed the maximum coverage permitted in the respective zoning district."

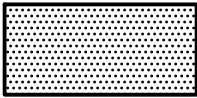


Drawing name: P:\195 Eastupland\195.2302\Civil\Survey\Title Plans\TSE.dwg Last Modified: Jan 12, 2024 - 10:56am



DRAWN BY: DSV	PLAN SHOWING TRAFFIC SIGNAL EASEMENT PREPARED FOR EASTUPLAND ASSOCIATES LOCATED IN HANOVER TOWNSHIP, NORTHAMPTON COUNTY, PA	THE PIDCOCK COMPANY CIVIL ENGINEERING AND LAND PLANNING ARCHITECTURE LAND SURVEYING OXFORD DRIVE AT FISH HATCHERY ROAD ALLENTOWN, PENNSYLVANIA	
CHECKED BY: MAP			
CAD FILE: TSE			
PROJ. NO. 195.2302			SCALE: 1" = 100'
		DATE: 1/12/24	#S-12370

"NOT PUBLISHED; ALL RIGHTS RESERVED BY THE PIDCOCK COMPANY."



**TRAFFIC SIGNAL
EASEMENT
AREA=15,181 S.F.
OR 0.349 ACRE**

- | | |
|-------------------------|-------------------------|
| ① N7°28'03"W 183.04' | Δ=35°01'12" R=90.50' |
| ② N82°31'57"E 2.78' | L=55.32' T=28.55' |
| Δ=92°04'39" R=30.75' | ⑩ CHD. BRG.=S57°37'09"W |
| ③ L=49.42' T=31.89' | CHD. DIST.=54.46' |
| CHD. BRG.=S53°30'22"E | ⑪ S49°53'28"E 5.00' |
| CHD. DIST.=44.27' | Δ=10°07'35" R=85.50' |
| ④ S9°32'42"E 3.42' | L=15.11' T=7.58' |
| ⑤ N80°27'18"E 57.47' | ⑫ CHD. BRG.=S35°02'45"W |
| Δ=30°21'38" R=184.00' | CHD. DIST.=15.09' |
| L=97.50' T=49.92' | ⑬ N60°01'02"W 5.00' |
| ⑥ CHD. BRG.=S84°21'53"E | Δ=36°27'45" R=90.50' |
| CHD. DIST.=96.36' | L=57.59' T=29.81' |
| ⑦ S69°11'03"E 46.81' | ⑭ CHD. BRG.=S11°45'05"W |
| ⑧ S20°36'51"W 49.83' | CHD. DIST.=56.63' |
| Δ=37°50'26" R=195.00' | ⑮ S80°20'08"W 1.08' |
| L=128.79' T=66.84' | |
| ⑨ CHD. BRG.=N85°57'02"W | |
| CHD. DIST.=126.46' | |

NOTE:

BEARINGS AND DISTANCES DO NOT DEPICT A FIELD SURVEY OF PROPERTY BOUNDARIES, BUT ARE BASED ON DEED INFORMATION AND APPARENT PROPERTY MONUMENTATION FOUND IN THE FIELD. THE BEARING ORIENTATION IS BASED ON THE PENNSYLVANIA STATE COORDINATE SYSTEM—SOUTH ZONE (NORTH AMERICAN DATUM OF 1983)

SHEET 2 OF 2

DRAWN BY: DSV	PLAN SHOWING TRAFFIC SIGNAL EASEMENT PREPARED FOR EASTUPLAND ASSOCIATES LOCATED IN HANOVER TOWNSHIP, NORTHAMPTON COUNTY, PA	THE PIDCOCK COMPANY CIVIL ENGINEERING AND LAND PLANNING ARCHITECTURE LAND SURVEYING OXFORD DRIVE AT FISH HATCHERY ROAD ALLENTOWN, PENNSYLVANIA	
CHECKED BY: MAP			
CAD FILE: TSE		SCALE: NO SCALE	DATE: 1/12/24
PROJ. NO. 195.2302		#S-12370	

"NOT PUBLISHED; ALL RIGHTS RESERVED BY THE PIDCOCK COMPANY."

Drawing name: P:\195 Eastupland\195.2302\Civil\Survey\Title Plans\TSE.dwg Last Modified: Jan 12, 2024 - 10:57am

THE PIDCOCK COMPANY

CIVIL ENGINEERING AND LAND PLANNING

ARCHITECTURE

LAND SURVEYING

Oxford Drive at Fish Hatchery Road
2451 Parkwood Drive Allentown, Pennsylvania 18103-9608
Telephone: 610-791-2252
Telefacsimile: 610-791-1256
E-mail: info@pidcockcompany.com
Website: www.pidcockcompany.com

Established 1924
J. Scott Pidcock, P.E., R.A.

Bruce E. Anderson, P.E., LEED AP
Brian A. Dillman, P.E.
Ronald J. Gawlik, P.E.
Brian E. Harman, P.E., PTOE
James A. Rothdeutsch, P.E., LEED AP
John R. Russek, Jr., P.E.
Brent C. Tucker, P.E.

Douglas E. Haberbosch, P.E.
William G. Kmetz, P.L.S.
Jeffrey R. Matyus
John M. McRoberts, P.E.
Brent D. Shriver, P.E.
Todd L. Sonntag, R.A., LEED AP
Anthony F. Tallarida, P.E.
Ryan R. Troutman, P.E.

G. Edwin Pidcock, P.E., P.L.S. 1924-1967
John S. Pidcock, P.E., P.L.S. 1954-1999
Ralph M. Pidcock, P.L.S. 1952-2000 (Retired)

January 12, 2024

Description of a traffic signal easement as shown on a plan titled, "Plan Showing Traffic Signal Easement Prepared For Eastupland Associates, Located In Hanover Township, Northampton County, PA", dated January 12, 2024, bearing File No. #S-12370, as prepared by The Pidcock Company, Allentown, Pennsylvania:

Beginning at the intersection of the northerly line of lands of Bethlehem Realty LLC (Northampton County Parcel Identifier Number M6-15-11A) and the easterly legal right-of-way line of Pennsylvania State Route 0512 (Bath Pike);

Thence (1) along the easterly legal right-of-way line of Pennsylvania State Route 0512, N 7°28'03" W, a distance of 183.04 feet to a point;

Thence through lands known as Northampton County Parcel Identifier Number M6-15-11B-2, the four following courses:

(2) N 82°31'57" E, a distance of 2.78 feet to a point,

(3) on a curve to the left having a radius of 30.75 feet (delta 92°04'39", tangent 31.89 feet, chord S 53°30'22" E, 44.27 feet) for an arc distance of 49.42 feet to a point,

(4) S 9°32'42" E, a distance of 3.42 feet to a point, and

(5) N 80°27'18" E, a distance of 57.47 feet to a point;

Thence (6) continuing through lands known as Northampton County Parcel Identifier Number M6-15-11B-2, and partially along lands known as Northampton County Parcel Identifier Number M6-15-11B, on a curve to the right having a radius of 184.00 feet (delta $30^{\circ}21'38''$, tangent 49.92 feet, chord S $84^{\circ}21'53''$ E, 96.36 feet) for an arc distance of 97.50 feet to a point;

Thence continuing through lands known as Northampton County Parcel Identifier Number M6-15-11B, the nine following courses:

(7) S $69^{\circ}11'03''$ E, a distance of 46.81 feet to a point,

(8) S $20^{\circ}36'51''$ W, a distance of 49.83 feet to a point,

(9) on a curve to the left having a radius of 195.00 feet (delta $37^{\circ}50'26''$, tangent 66.84 feet, chord N $85^{\circ}57'02''$ W, 126.46 feet) for an arc distance of 128.79 feet to a point,

(10) on a curve to the left having a radius of 90.50 feet (delta $35^{\circ}01'12''$, tangent 28.55 feet, chord S $57^{\circ}37'09''$ W, 54.46 feet) for an arc distance of 55.32 feet to a point,

(11) S $49^{\circ}53'28''$ E, a distance of 5.00 feet to a point,

(12) on a curve to the left having a radius of 85.50 feet (delta $10^{\circ}07'35''$, tangent 7.58 feet, chord S $35^{\circ}02'45''$ W, 15.09 feet) for an arc distance of 15.11 feet to a point,

(13) N $60^{\circ}01'02''$ W, a distance of 5.00 feet to a point,

(14) on a curve to the left having a radius of 90.50 feet (delta $36^{\circ}27'45''$, tangent 29.81 feet, chord S $11^{\circ}45'05''$ W, 56.63 feet) for an arc distance of 57.59 feet to a point, and

(15) S $80^{\circ}20'08''$ W, a distance of 1.08 feet to the point or place of beginning.

Containing 15,181 Square Feet or 0.349 Acre.

CONTRACT

This contract for the personal services of the musicians for the engagement described below is made this 20th day of April, 2025, between the undersigned purchaser(s) of music (herein called "Purchaser(s)") and the undersigned musician or musicians.

1) Name and address of place of engagement: Hanover Township Community Center Carnival, 3660 Jacksonville Rd, Bethlehem, PA 18017

2) Name of band or group: EPISODE

3) Number of musicians: Four

4) Date(s), starting and finishing time of engagement(s): June 7, 2025
6:00pm - 9:00pm with 2 20-minute breaks.

5) Type of engagement: Musical Entertainment

6) Compensation agreed upon: \$ 500.00
(Amount and Terms)

7) Purchaser(s) will make payments as follows: (specify when payments are to be made): Payment is to be made immediately following the engagement.

In witness whereof, the parties hereto have hereunto set their names and seals on the day and year first above written.

(Print name of purchaser)

Bruce Rider
(Print name of signatory musician)

(Signature of purchaser or qualified representative)

Bruce Rider
(Signature of signatory musician)

(Address)

3730 Reimalek St.
Bethlehem, PA 18017
(Address)

**HANOVER TOWNSHIP
NORTHAMPTON COUNTY**

PROCLAMATION NO. 2025 – 3

**A PROCLAMATION HONORING
ILIA KHALLOUF
ON THE ACHIEVEMENT OF HIS EAGLE AWARD**

WHEREAS, Ilia achieved a significant accomplishment in life's path earning his Eagle Award as a member of the Boy Scouts of America on January 16, 2025; and

WHEREAS, Ilia, a resident of Hanover Township, will officially receive his award during an Eagle Presentation Ceremony on May 31, 2025, as a member of Boy Scout Troop 352, Notre Dame of Bethlehem Church, Bethlehem, PA; and

WHEREAS, for his Eagle Project Ilia researched, planned, and constructed bird houses at Hanover Municipal Park designed to attract native species, particularly blue birds, as well as a covered information board with facts about local species of birds; and

WHEREAS, Ilia has exemplified the virtues of scouting and has exhibited leadership skills in his troop serving as Senior Patrol Leader & Patrol Leader.

NOW, THEREFORE, BE IT AND IT IS HEREBY PROCLAIMED, by the Board of Supervisors of Township of Hanover, County of Northampton, and the Commonwealth of Pennsylvania:

That Ilia Khallouf is applauded and recognized on the occasion of his Eagle Award and the Board of Supervisors congratulates him for his dedication and devotion in preserving the finest virtues of American life as set forth by Scouting principles. The Board of Supervisors also proclaim Monday, June 2, 2025, as Ilia Khallouf Day in Hanover Township.

APPROVED and adopted this 13th day of May 2025.

ATTEST:

HANOVER TOWNSHIP, NORTHAMPTON
COUNTY, PENNSYLVANIA

KIMBERLY R. LYMANSTALL,
Secretary – Board of Supervisors

SUSAN A. LAWLESS, ESQ.,
Chair – Board of Supervisors

WINTER ENGINE-GENERATOR SERVICE, INC.
715 VOGELSONG ROAD * YORK, PA. 17404-1765
PHONE (717) 848-3777 * FAX (717) 846-0188
PREVENTATIVE MAINTENANCE AGREEMENT
DIESEL GENERATOR

MAY 05, 2025

A/R #: H501935

248 OPERATING COMMITTEE
c/o HANOVER TOWNSHIP - NORTHAMPTON CNTY
3630 JACKSONVILLE ROAD
BETHLEHEM, PA 18017-6302

This preventative maintenance agreement is entered into by Winter Engine-Generator Service, Inc. of York, Pennsylvania hereinafter referred to as "Winter", and the generating set "Owner" above named for the purpose of maintaining their emergency standby generating set and associated "Equipment".

Upon acceptance of this agreement, "Winter" will inspect the "Equipment" listed on the Equipment List. The "Equipment" will be inspected TWO (2) times, during regular business hours. This agreement will begin on 06/01/2025 and be effective through 05/31/2026. The annual investment for this agreement will be \$1,980.00 (applicable taxes are not included).

An annual inspection will consist of performing the 15-point list below. Any other inspections per this agreement will consist of performing items 4 through 15.

1. Change crankcase oil once each year.
2. Change fuel, oil, and water filter(s), clean sediment bowls once each year (if equipped).
3. Clean and refill oil bath air cleaner once each year or check condition of paper air filter (as equipped).
4. Check entire "Equipment" for fuel, oil, and water leaks (as required).
5. Check antifreeze condition and replenish when necessary (if equipped).
6. Check condition of all belts and hoses (if equipped).
7. Check condition of batteries and clean the terminals.
8. Check operation of battery charger (if equipped).
9. Check day tank and fuel pump for proper operation (if equipped).
10. Check water jacket heater for proper operation (if equipped).
11. Check all instruments for proper operation.
12. Check Automatic Transfer Switch for proper operation (where permissible).
13. After the above checks, run "Equipment" and conduct half-hour test (under building load where permissible).
14. Submit a written report to the "Owner" of this inspection, advising of any additional parts or work required.
15. Waste fluids derived from the execution of this agreement will be removed from the site and disposed of in accordance with industry standards at "Winter's" site.

Any parts required, not specifically mentioned above, and labor to install these parts, will be charged to the "Equipment" "Owner" at regular rates less 10%.

Emergency services between regular inspections will be provided with a response time of four (4) hours. Services provided during regular business hours at list price for parts and labor less 10% plus travel expenses.

It is understood that this agreement does not include any parts, labor, or travel expenses other than those required to perform this agreement.

It does not include expenses to repair damage caused by abuse, accident, theft, acts of a third person, forces of nature, or altering the "Equipment".

"Winter" shall not be responsible for failure to render these services for any causes beyond its control, including strikes and labor disputes. This agreement is not assignable without the written consent of "Winter". Either party upon thirty (30) days prior written notice to the other party may institute termination.

"Winter's" liability under this agreement shall be exclusively limited to the cost of replacement of, or substitution for, any nonconforming parts or labor supplied under this agreement. "Winter" shall not be responsible for any consequential damages arising in connection with any services or materials supplied under this agreement, including without limitation, any losses, injuries or damages for business or production interruptions or delays, personal injuries or property damages. "Winter" carries the appropriate liability insurance per industry standards to cover such instances.

It is mutually understood that this document sets forth our entire agreement.

WINTER ENGINE-GENERATOR SERVICE, INC.

Mark Conrad

Mark Conrad

PS. This agreement has been electronically signed.

Signed: _____
Print
Name : _____

Date Signed: _____

Title: _____
Bill to
Co. Name: _____
Bill to
Address : _____

Site Contact
Person: _____
Site Contact
Phone #: (_____) _____

Ext: _____

Phone #: (_____) _____

Ext: _____

***** PLEASE NOTE *****
* ***This is NOT an invoice.*** *
* ***An invoice will be sent after*** *
* ***initial work is performed.*** *
* ***Terms Net 30 Days*** *

If you would like to have next year's Agreement sent via email, please provide the person's name and email address that it should be directed to.

Name: _____

Email: _____

ORDINANCE NO. 25-__

AN ORDINANCE OF THE TOWNSHIP OF HANOVER, COUNTY OF NORTHAMPTON, COMMONWEALTH OF PENNSYLVANIA, AMENDING THE TOWNSHIP OF HANOVER'S CODE OF ORDINANCES, PART I ADMINISTRATIVE LEGISLATION BY ADDING A NEW CHAPTER 8 ETHICS; WHICH PROVIDES PROVISIONS FOR PUBLIC OFFICIALS OF THE TOWNSHIP OF HANOVER AS IT RELATES TO THE SAME AND, REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES INCONSISTENT HEREWITH.

WHEREAS, the Hanover Township Board of Supervisors believe the proper operation of Hanover Township's government requires that its public officials act as fiduciaries, responsible for the property and resources of the municipality; and

WHEREAS, public officials must make decisions and create policies through the proper channels of the government structure, free of improper influence; and

WHEREAS, public officials are to use their positions to act in the best interest of Hanover Township rather than for any personal interests; and

WHEREAS, the Hanover Township Board of Supervisors does not, and shall continue to not treat anyone preferentially, no matter the circumstance(s), and

WHEREAS, the Hanover Township Board of Supervisors recognizes that nothing is more important to the public trust than having public servants disclose any material conflict and withdraw from participation thereof, even if they feel they can act impartially.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED, by the Hanover Township Board of Supervisors, as follows:

SECTION 1. The Township of Hanover's Code of Ordinances; Part I Administrative Legislation is hereby amended by adding the following:

“ § 8-1 SHORT TITLE.

This Ordinance shall be known as the Hanover Township Ethics Ordinance.

§ 8-2 DEFINITIONS.

The following terms shall have the meanings set forth in this Section unless otherwise provided or the context otherwise requires.

BOARD OF SUPERVISORS – Members of the Hanover Township Board of Supervisors, individually and together.

IMMEDIATE FAMILY – anyone related to a Township official by direct family lineage, current marriage, adoption, or any person who is a regular member of that Township Official's household.

OFFICIAL ACTION – a recommendation, decision, approval, disapproval, vote, or other similar action, including inaction, by a Township official or employee of the Township, including but in no way limited to such action or inaction as administrative, legislative, quasi-judicial, or advisory decisions.

ORGANIZATION – any business, corporation, partnership, firm, or association whether organized, nonprofit, or any other corporate entity accepted and recognized in the Commonwealth of Pennsylvania.

SUPERVISOR – Any member of the Hanover Township Board of Supervisors (elected or appointed), individually and together. Any elected, but not yet sworn in member of the Board of Supervisors

TOWNSHIP – Hanover Township, Northampton County, Pennsylvania.

§ 8-3 APPLICATION OF FINANCIAL INTEREST.

A. Financial Interests shall include the following:

1. Any campaign contributions in the amount of or in excess of Two Hundred and Fifty (\$250.00) Dollar received within the immediate two-year period prior to the date on which official action shall be taken on the subject matter.

2. A Township Supervisor's direct or indirect investment or ownership interest in any business, property, intellectual property, personal property, or any other venture whatsoever that is ten percent (10%) or greater.

3. Any funds subject to § 8-3 of this Ordinance received by a Township Supervisor's spouse, child and/or children, parent, sibling, or agent.

- a. Financial Interests received from organized and registered Unions and Political Action Committees shall NOT be exempted from the rule requiring mandatory recusal.

§ 8-4 CONFLICT OF INTEREST DISQUALIFICATION

A. This Ordinance shall apply to members of the Hanover Township Board of Supervisors, any other elected township official, and any individuals that are required to file a Pennsylvania Financial Disclosure Form, and Township Officials except as provided for in the Pennsylvania Public Official and Employee Ethics Act, 65 Pa.C.S. §1101 et seq., as amended.

B. Those individuals identified in § 8-4.A may not vote on matters in which they have a financial interest.

C. Under circumstances where an individual identified under § 8-4.A holds a financial interest in matter before the Board of Supervisors, that individual shall recuse themselves from any votes on the subject in which they hold the financial interest. The conflicted Supervisor shall explain the recusal at a public meeting and the explanation for the recusal shall be noted in the public meeting minutes.

D. This Ordinance does not prevent any individual identified under § 8-4.A from participating in the discussion of the matter to be voted on.

E. This Ordinance does not prevent any individual identified under § 8-4.A from making a vote to the extent that his or her participation is legally required.

1. In the event one or more individuals identified under § 8-4.A are subject to mandatory recusal and a subsequent vote ends in a tie, said scenario does not permit a recused individual from casting a vote to break the tie.

§ 8-5 EXECUTION

A. Hanover Township shall maintain campaign finance report records of any candidates running for an elected Township office on the Township website for easy public access.

B. If a Township Supervisor is subject to a Disqualification, as more fully set forth in in § 8-4, the Township Solicitor shall notify said Township Supervisor and the entire Board of Supervisors of the conflict and the requirement for recusal prior to any meeting where a vote on an affected matter is scheduled to take place.

C. Prior to any public vote taken by the Board of Supervisors where one or more Township Supervisors have a Disqualification, the Township Solicitor shall announce in the public meeting the Disqualification and the requirement for recusal as it pertains to the matter before the board and any members of the Board of Supervisors.

D. If a member of the Board of Supervisors does not comply with this ordinance:

1. The Township Solicitor will immediately refer the ordinance violation to the State Ethics Commission for their review.

2. The Board of Supervisors may also sanction the action of any member of the Board of Supervisors through a Resolution denouncing the noncompliance of this Ordinance. “

SECTION 2. REPEALER All Ordinances and parts of Ordinances inconsistent herewith are hereby repealed.

SECTION 3. SEVERABILITY The provisions of this Ordinance shall be severable and if any provision thereof shall be declared unconstitutional, illegal or invalid, such decision shall not affect the validity of any of the remaining provisions of this Ordinance. It is hereby declared as a legislative intent of the Township that this Ordinance would have been enacted had such unconstitutional, illegal or invalid provision(s) not been included herein.

SECTION 4. This Ordinance shall become effective within five (5) days of enactment.

ENACTED AND ORDAINED at a regular meeting of the Board of Supervisors of the Township of Hanover, County of Northampton on this ____ day of _____, 2025.

ATTEST:

**BOARD OF SUPERVISORS,
HANOVER TOWNSHIP,
NORTHAMPTON COUNTY,
PENNSYLVANIA**

By: _____
KIMBERLY LYMANSTALL
Secretary

By: _____
SUSAN A. LAWLESS, ESQUIRE,
Chair

Policy 37
Vehicle Expense Reimbursement Policy

It is the policy of the Board of Supervisors that reimbursement under the Hanover Township Volunteer Fire Company #1 **Vehicle Expense Reimbursement Policy (VERP)** program is as follows:

PURPOSE

To establish Hanover Township – Northampton County (“Hanover”) policy for reimbursing members of the Hanover Township Volunteer Fire Company # 1 of Northampton County (“HTVFC”), for personal vehicle use while responding to station or scene of an emergency call within Hanover or in response to a mutual aid dispatch.

APPLICABILITY

Applicable to all volunteer members of the HTVFC who are a member in good standing and who possess a valid driver’s license.

This policy is not applicable to paid Hanover Township employees (Road Crew/ Fire Fighters), who respond to emergency calls during the course of their employment with the Hanover. Should a Hanover employee respond to calls, as a volunteer, then this policy would be applicable.

POLICY

Fire / Ambulance / Fire Police Personnel:

HTVFC members who have obtained the required eight (8) service credits or more, as defined in the HTVFC, Volunteer Incentive Program (VIP), during any quarter of a calendar year, will be reimbursed for responding to emergency calls during that same quarter, at a rate of \$5.00 per call.

Emergency calls are defined and identified as on/off radio dispatches initiated by the Northampton County 911 Dispatch Center (“911 Center”) that result in the logging of a call/incident in the Computer Aided Dispatch (CAD) system by the 911 Center

Additional dispatches while personnel are assigned to/or assisting in an actively logged CAD call will not constitute an additional call.

Payments outside those authorized under this policy are at the discretion of the HTVFC and are not reimbursable by Hanover under this policy.

PROCEDURE FOR PAYMENT REQUESTS & DOCUMENTATION:

1. A fire company designee shall forward the request for payment to the Township Treasurer.
2. The fire company designee shall receive the funds from the Township for disbursement.

3. Supporting documentation (log) is to be maintained by the HTVFC and made available to the Township for verification of payments requested. For Township reimbursement procedures the documentation must at a minimum contain the date of the call, time of the call and CAD number assigned (if applicable).

Adopted October 13, 2020

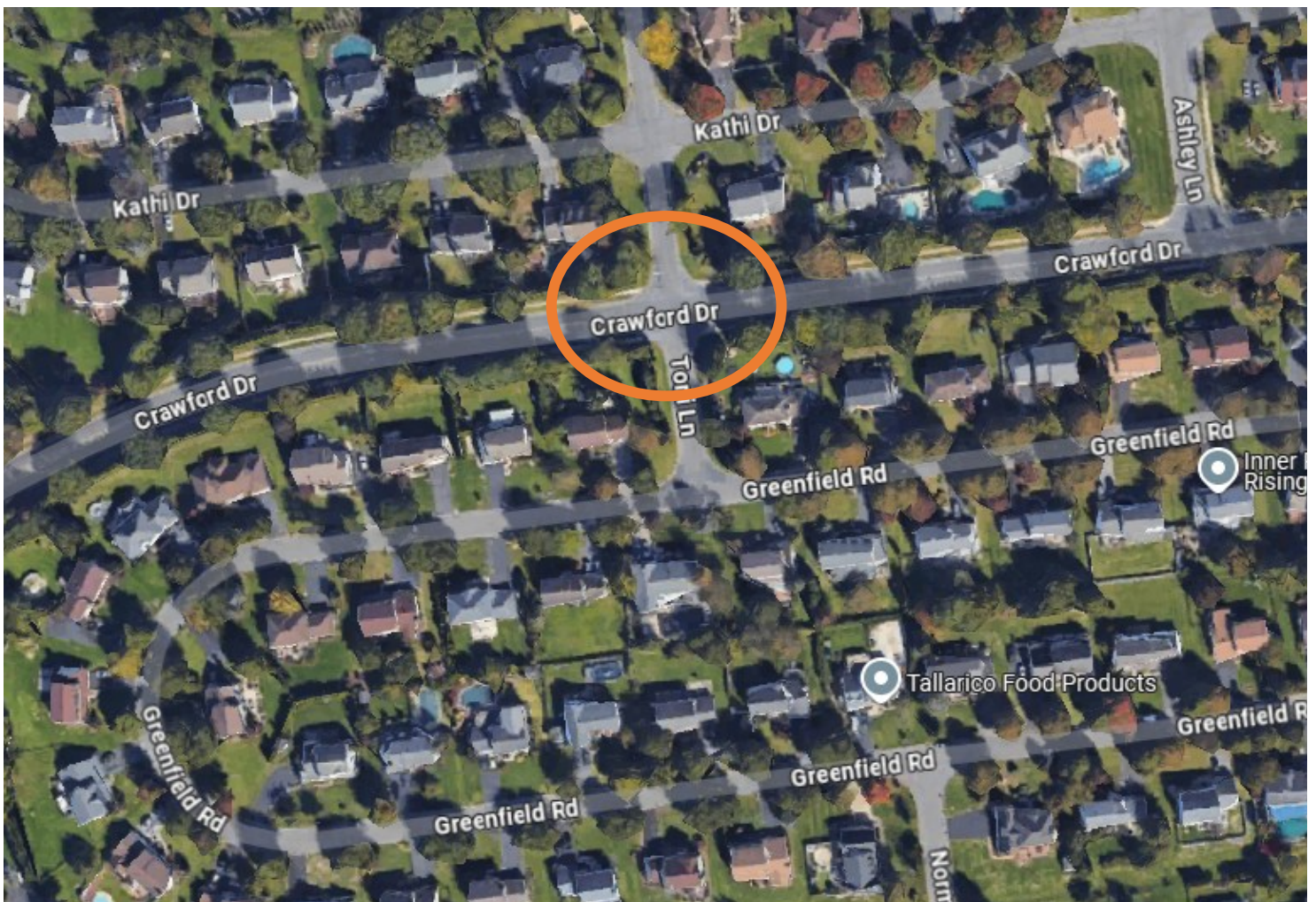
Toni/Crawford Drive Crosswalk Investigation

A. Roadway Data & Features: \$1,100 (Set up and breakdown of automatic road tube counters, obtain roadway measurements and compile traffic data to assess feasibility)

***May 13, 2025 request to see if a crosswalk is feasible at this intersection**

B. Ped Ramp Design and PennDOT MS-944 Spec/Contract: \$7,500 (Survey existing intersection/roadway features, prepare pedestrian ramp designs, 2 per quadrant, prepare PennDOT design documentation, CS-4401 and MS-944 contract specifications)

*** Estimate to complete engineered plans and bid for the installation of crosswalk if it is determined to be feasible from step A.**



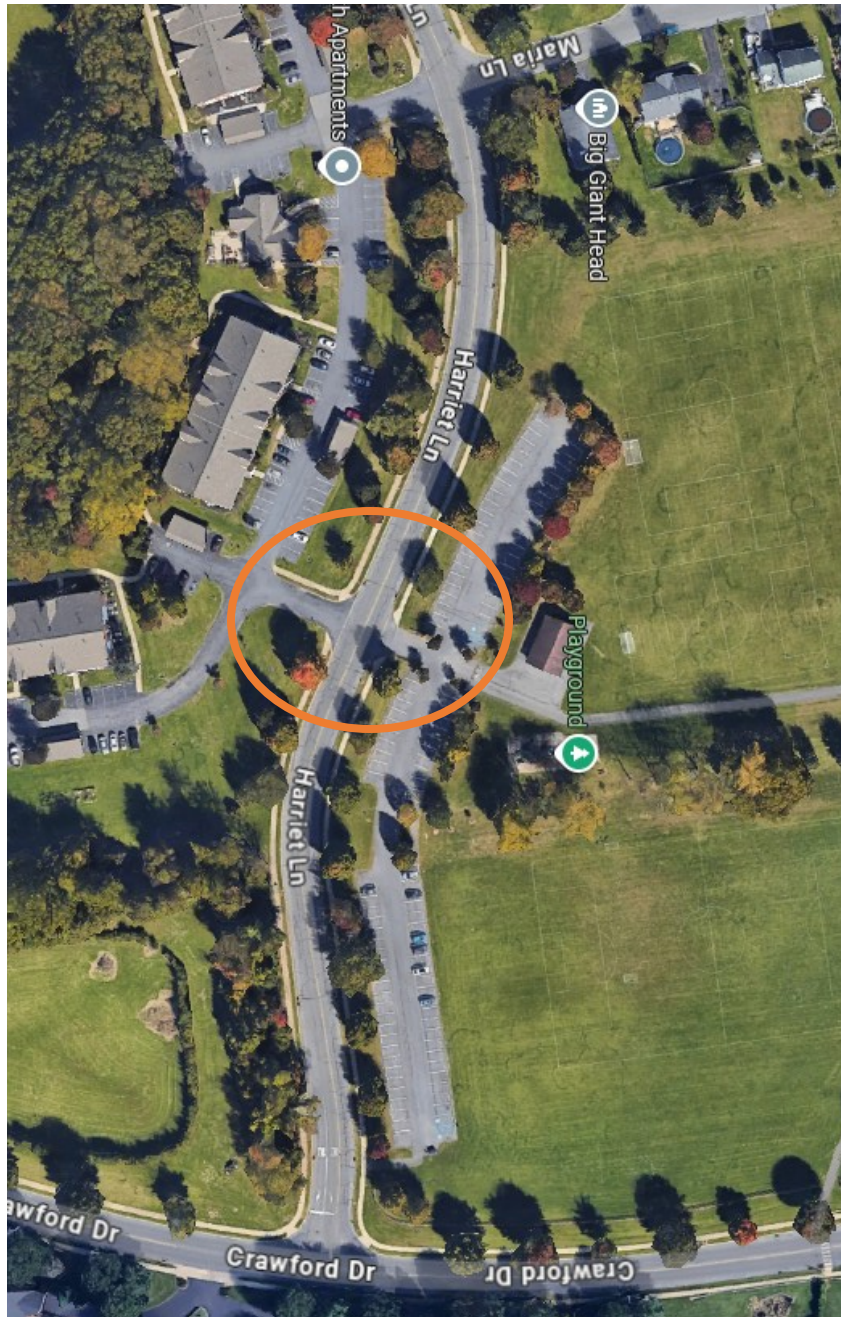
Harriet Lane Crosswalk Investigation

A. Roadway Data & Features: \$1,100 (See Toni/Crawford description)

*May 13, 2025 request to see if a crosswalk is feasible at this intersection

B. Ped Ramp Design and PennDOT MS-944 Spec/Contract: \$7,500 (See Toni/Crawford description)

* Estimate to complete engineered plans and bid for the installation of crosswalk if it is determined to be feasible from step A.



Crawford and Southland (Intersection)

(Can be funded through Traffic Impact Fees)

A. Sight distance check for Stop Bar relocation: \$400 (Intersection sight distance evaluations per PennDOT M-950S requirements for existing and potential revised stop bar locations)

***May 13, 2025 request**

B. Traffic Signal Warrant Investigation: \$6,000.00 (See Roadway & Data Features for Toni & Crawford, 12 hr turning movement count, warrant study, capacity analyses, narrative and sketch preparation for submission to PennDOT if applicable. Does not include intersection survey or Signal Permit Plan design and preparation)

