
2026 Rates

From Tara Szy <tara@broughal-devito.com>
Date Tue 9/2/2025 11:14 AM
To Beth Bucko <bbucko@hanovertwp-nc.org>

Hi Beth:

Sorry I am getting back to you so late; our hourly rate will be 195.00 for 2026. Thanks.

Tara

Tara M. Szy, Paralegal/Office Manager
Broughal & DeVito, L.L.P.
38 West Market Street
Bethlehem, PA 18018
Phone: (610) 865-3664
tara@broughal-devito.com

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IRS CIRCULAR 230 DISCLOSURE: As required by U.S. Treasury Regulations governing tax practice, you are advised that any written tax advice contained herein was not intended to be used, and cannot be used, by any taxpayer for the purpose of avoiding tax penalties that may be imposed under the Internal Revenue Code.



HanoverEngineering

252 Brodhead Road • Suite 100 • Bethlehem, PA 18017-8944
Phone: 610.691.5644 • Fax: 610.691.6968 • HanoverEng.com

December 9, 2025

Mr. Mark Hudson, Manager
Hanover Township, Northampton County
3630 Jacksonville Road
Bethlehem, PA 18017-9302

RE: 2026 Reappointment and
Professional Fee Schedule

Dear Mr. Hudson:

We sincerely thank the Board of Supervisors for the appointment of Hanover Engineering as the Township Engineer and Sewage Enforcement Officer during 2025 and respectfully request the opportunity to be reappointed to these positions in 2026.

As part of our continued process of business management, we have reviewed our costs of operation and prepared our budgets for 2026. The primary factors impacting our budgets are the need to remain competitive with our employee wages to maintain our skilled staff, and the increasing costs of insurances. We also acknowledge and understand the Township has a limited budget to operate with in 2026. We have made every attempt to find areas where we can minimize costs and the need for rate increases. We provide herewith one (1) copy of our Professional Fee Schedule for 2026.

We would propose a monthly retainer rate of \$250.00 for representation at the two (2) regular Board of Supervisors meetings. We would propose to charge individual projects for all attendance at Planning Commission meetings.

Thank you sincerely for your consideration of Hanover Engineering for the coming year. If you have any questions, please feel free to contact me at 610.691.5644 or by e-mail at bkocher@hanovereng.com.

Respectfully,

HANOVER ENGINEERING

Brian R. Kocher, PE
Vice President, Chief Financial Officer

brk:sas

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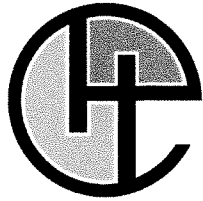
Enclosure(s)

cc: Beth A. Bucko, Treasurer (with enclosure)

HANOVER ENGINEERING ASSOCIATES, INC
2026 MUNICIPAL PROFESSIONAL FEE SCHEDULE

<u>DESCRIPTION</u>	<u>HOURLY RATE</u>
<u>ENGINEER</u>	
Senior Engineer	\$ 148.00
Registered	140.00
Graduate Engineer (Nonregistered)	120.00
<u>CERTIFIED PLANNER</u>	138.00
<u>REGISTERED GEOLOGIST / SENIOR SCIENTIST</u>	138.00
<u>REGISTERED LANDSCAPE ARCHITECT</u>	138.00
<u>TRAFFIC SPECIALIST</u>	138.00
<u>REGISTERED SURVEYOR</u>	131.00
<u>SENIOR PROJECT MANAGER</u>	139.00
<u>ENVIRONMENTAL</u>	
Environmental Specialist	122.00
Environmental Technician	107.00
<u>GIS (GEOGRAPHIC INFORMATION SYSTEMS) WORK</u>	
GIS Specialist	113.50
GIS Technician	96.50
<u>DESIGN / DRAFTING / TECHNICAL WORK</u>	
Senior Designer/Senior Technician	122.00
Design/Calculations/Technician	107.00
Draftsperson 1 (CAD Drafting)	98.00
Draftsperson 3/Technician 3	70.00
<u>GROUND PENETRATING RADAR / GLOBAL POSITIONING SERVICE FIELD PERSON</u>	134.00
<u>ZONING OFFICER / CODES ENFORCEMENT</u>	107.50
<u>SURVEY CREW</u>	
One-Person Field Crew	123.00
Two-Person Survey Crew (2 @ \$92.75 each)	185.50
Three-Person Survey Crew (3 @ \$78.00 each)	234.00
One-Person Crew w/Survey Equipment	155.00
3D Scanning w/One-Person Crew	228.00
<u>CONSTRUCTION OBSERVER / SEWAGE OFFICER</u>	
Highway, Heavy, Commercial, or Residential Construction	97.00
Highway, Heavy, Commercial, or Residential Construction (Senior)	107.00
Certified Sewage Enforcement Officer	102.50
Conduct Onlot Sewer Percolation Test (Pass or Fail)	Lump Sum 525.00
Observe Percolation Test	Hourly 102.50
<u>SECRETARIAL / WORD PROCESSOR</u>	57.00

1. Travel to and from the job site is chargeable time, with project mileage charged at current IRS rate for region.
2. Overtime is charged at 1.5 times base rate.
3. Ordinary overhead expenses are included in the above rates.
4. Extraordinary expenses required specifically for a particular project will be billed at direct cost plus 5%. Examples of these expenses include special consultants, soil borings costs or testing laboratory charges. All such additional expenses are to be specifically approved by the client prior to their use.
5. A special rate of \$235.00 per hour is established for formal hearings and court appearances as an expert witness for a Professional Engineer, Geologist, Surveyor, or other professional.
6. Cost for plan copies is \$0.55 per square foot (black & white); \$2.00 per square foot (color).
7. Cost for Mylars is \$1.75 per square foot (black & white); \$6.25 per square foot (color).
8. Cost for photocopies is \$0.25 per page (black & white); \$0.55 per page (color).
9. Field equipment usage will be charged as follows: Sewage Flow Meter - \$18.00/day, Traffic Counter - \$68.00/day, GPS Locator - \$29.00/day, RTKGPS - \$256.00/day, SUB-RTKGPS - \$64.00/day.
10. Push Camera - \$18.00/hour for Televising; \$22.00/hour for Televising and Locating Services.



HanoverEngineering

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December 9, 2025

Mr. Mark Hudson, Manager
Board of Supervisors
Hanover Township, Northampton County
3630 Jacksonville Road
Bethlehem, PA 18017-9302

RE: Reappointment Request
Sewage Enforcement Officer - 2026

Dear Mr. Hudson:

We sincerely thank the Township for the appointment of Hanover Engineering as Sewage Enforcement Officers in 2025 and respectfully request reappointment for 2026.

The Department of Environmental Protection requires appointment of named Sewage Enforcement Officers along with their Certification Number at the beginning of each year. The record of your named Sewage Enforcement Officers, as officially approved by the Township, must be transmitted to the Department of Environmental Protection after approval.

The appointment of more than one Officer will ensure coverage and flexibility for your needs. For 2026 we request the following certified Sewage Enforcement Officers be appointed:

Jacob A. Schray – 03134
Christopher A. Taylor – 03138
Luke E. Eggert – 04090

Scott J. Brown – 01716
Paul Gallagher Saba – 04167

Invoicing for all Sewage Officer work will be in accordance with the 2026 Professional Fee Schedule provided. If you have any questions regarding this request, please contact the undersigned.

Respectfully,

HANOVER ENGINEERING

Brian R. Kocher, PE
Vice President, Chief Financial Officer

brk:sas

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Enclosure(s)

HANOVER ENGINEERING ASSOCIATES, INC
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Michael P. Shay
mshay@sskdllaw.com

Joanne Kelhart
jkelhart@sskdllaw.com

Richard ("Ricky") E. Santee
santeer10@sskdllaw.com



Richard E. Santee, Jr.
rsantee76@sskdllaw.com

Michael C. Deschler
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Matthew J. Deschler
mjdeschler@sskdllaw.com

December 19, 2025

VIA EMAIL TO MHudson@HANOVERTWP-NC.ORG

Mark Hudson, Manager
Hanover Township, Northampton County
3630 Jacksonville Road
Bethlehem, PA 18017

Re: Hanover Township Zoning Hearing Board Solicitor Position

Dear Mr. Hudson:

In follow-up to our telephone call earlier this week, I would like to express my thanks and appreciation to the Township for offering me the position of solicitor to the Zoning Hearing Board in 2026.

I would propose billing for my services to the Board at an hourly rate of \$170.00. Such services would include, without limitation, attending zoning hearings and any necessary court appearances, conducting legal research, drafting zoning decisions, and responding to emails and telephone calls and other Board-related communications. I would bill in increments of six minutes.

Thank you for your consideration of this correspondence. Should you have any questions, please do not hesitate to contact me.

Very truly yours,

SHAY, SANTEE, KELHART & DESCHLER LLC

Matthew J. Deschler, Esquire

44 East Broad Street
Suite 210
Bethlehem, PA 18018

www.sskdllaw.com
Tel: (610) 691-7000
Fax: (610) 691-3529



2026 Bid Limits Published Early

Posted on [December 1, 2025](#)

The state Department of Labor & Industry published notice of the 2026 bid limits in the [November 29, 2025, issue](#) of the *Pennsylvania Bulletin*. On January 1, 2026, the minimum purchase amount that will require the advertisement for bids will increase from \$23,800 to \$24,500. In addition, the minimum purchase amount for telephone quotes will increase from \$12,900 to \$13,200. The increase is based on the change in the Consumer Price Index, which was 3.0% for the 12-month period ending September 30.

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**HANOVER TOWNSHIP
NORTHAMPTON COUNTY**

Resolution 2026 – 01

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF HANOVER TOWNSHIP –
NORTHAMPTON COUNTY, PENNSYLVANIA, ESTABLISHING THE
COMPENSATION OF THE TOWNSHIP MANAGER FOR 2026.**

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, 2026. 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.

RESOLVED AND ENACTED this 5th day of January 2026.

**BOARD OF SUPERVISORS
Hanover Township,
Northampton County**

ATTEST:

**Kimberly R. Lymanstall, Secretary
Board of Supervisors**

**Susan A. Lawless, Esq., Chair
Board of Supervisors**

**HANOVER TOWNSHIP
NORTHAMPTON COUNTY**

Resolution 2026 – 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 2026.

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

THEREFORE, BE IT RESOLVED AND IT IS HEREBY RESOLVED on this day that compensation for the Township Secretary/Assistant Treasurer \$66,708.72 (\$2,565.72 bi-weekly) per year, Public Works Director is established at \$106,601.56 (\$4,100.06 bi-weekly) per year, Zoning Officer is established at \$56,924.92 (\$2,189.42 bi-weekly) per year Township Treasurer/Assistant Secretary \$81,524.30 (\$3,135.55 bi-weekly) per year. Effective date of salary is January 1, 2026. 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.

RESOLVED AND ENACTED this 5th day of January 2026.

**BOARD OF SUPERVISORS
Hanover Township,
Northampton County**

**Kimberly R. Lymanstall, Secretary
Board of Supervisors**

**Susan A. Lawless, Esq., Chair
Board of Supervisors**

**HANOVER TOWNSHIP
NORTHAMPTON COUNTY**

Resolution 2026 – 03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF HANOVER TOWNSHIP – NORTHAMPTON COUNTY, PENNSYLVANIA, ESTABLISHING THE COMPENSATION OF RECREATION DIRECTOR AND PRESCHOOL DIRECTOR FOR 2026.

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

THEREFORE, BE IT RESOLVED AND IT IS HEREBY RESOLVED on this day that compensation for the Recreation Director is established at \$79,304.38 per year (\$3,050.17 bi-weekly), and Preschool Director \$48,896.76 per year (\$1,880.64 bi-weekly) from the Recreation Fund of the Township. Effective date of salary is January 1, 2026. 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.

IN TESTIMONY WHEREOF, the undersigned TOWNSHIP has caused this Resolution to be signed by a duly authorized officer and its corporate seal, duly attested by the Board Secretary, to be hereunto affixed this 5th day of January 2026.

**HANOVER TOWNSHIP,
NORTHAMPTON COUNTY, PA**

ATTEST:

**Kimberly R. Lymanstall, Secretary
Board of Supervisors**

**Susan A. Lawless, Esq., Chair
Board of Supervisors**

**HANOVER TOWNSHIP
NORTHAMPTON COUNTY
HANOVER TOWNSHIP
NORTHAMPTON COUNTY**

Resolution 2026 – 04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF HANOVER TOWNSHIP – NORTHAMPTON COUNTY, PENNSYLVANIA, DESIGNATING DEPOSITORIES FOR THE TOWNSHIP FUNDS FOR 2026.

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 2026:

Embassy Bank for the Lehigh Valley, 100 Gateway Dr, 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.: Tower at PNC Plaza. 300 5th Ave, Pittsburgh, PA 15222-2401; and

Great Eastern Management, Inc.: 775 Old Country Road, Suite #201, Westbury, NY 11590; and

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.

RESOLVED AND ENACTED this 5th day of January 2026.

**BOARD OF SUPERVISORS
Hanover Township,
Northampton County**

ATTEST:

**Kimberly R. Lymanstall, Secretary
Board of Supervisors**

**Susan A. Lawless, Esq., Chair
Board of Supervisors**

**HANOVER TOWNSHIP
NORTHAMPTON COUNTY**

Resolution 2026 – 05

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF HANOVER TOWNSHIP –
NORTHAMPTON COUNTY, PENNSYLVANIA, APPOINTING SUPERVISORS AS
ROADMASTERS FOR 2026.**

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.

RESOLVED AND ENACTED this 5th day of January 2026.

**BOARD OF SUPERVISORS
Hanover Township,
Northampton County**

ATTEST:

**Kimberly R. Lymanstall, Secretary
Board of Supervisors**

**Susan A. Lawless, Esq., Chair
Board of Supervisors**

**HANOVER TOWNSHIP
NORTHAMPTON COUNTY**

Resolution 2026 – 06

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF HANOVER TOWNSHIP –
NORTHAMPTON COUNTY, PENNSYLVANIA, ESTABLISHING THE
COMPENSATION FOR THE TAX COLLECTOR FOR 2026.**

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 seventy-five dollars (\$175.00) for the fiscal year 2026.

RESOLVED that the Township shall make payment or otherwise provide for printing, postage, books, blanks, 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.

RESOLVED AND ENACTED this 5th day of January 2026.

**BOARD OF SUPERVISORS
Hanover Township,
Northampton County**

ATTEST:

**Kimberly R. Lymanstall, Secretary
Board of Supervisors**

**Susan A. Lawless, Esq., Chair
Board of Supervisors**