



CITY OF BETHLEHEM
OFFICE OF THE CITY SOLICITOR

INTEROFFICE MEMORANDUM

To: Tad J. Miller, City Clerk

From: Maraleen D. Shields, Esq., Assistant City Solicitor

Re: Intergovernmental Cooperation Agreement with Hanover Township Northampton County
Responsibilities for Police, EMS and Fire Services at Monocacy Complex

Date: July 29, 2026

Attached for Council's consideration is a proposed Resolution and associated Intergovernmental Cooperation Agreement titled Intergovernmental Cooperation Agreement by and between City of Bethlehem and Hanover Township, Northampton County related to Responsibilities for Police, EMS and Fire Services. This agreement documents the long-standing arrangement between the City and Hanover Township for the benefit of clarity for the parties to this agreement and interested third parties including Northampton County Emergency Management Services.

Please place this matter on City Council's agenda for review and appropriate action.

Maraleen D. Shields

Maraleen D. Shields, Esq.,
Assistant City Solicitor

Cc: J. William Reynolds, Mayor
Chief Michelle Kott, Police Department
Chief Matthew Griffin, Fire Department
Jeffrey Fritz, EMS Director

RESOLUTION 2026-_____

AUTHORIZING THE EXECUTION OF AN INTERGOVERNMENTAL COOPERATION AGREEMENT BY AND BETWEEN THE CITY OF BETHLEHEM AND HANOVER TOWNSHIP, NORTHAMPTON COUNTY, PURSUANT TO 53 Pa. C.S.A. §2307, SAID AGREEMENT TITLED “INTERGOVERNMENTAL COOPERATION AGREEMENT BY AND BETWEEN CITY OF BETHLEHEM AND HANOVER TOWNSHIP, NORTHAMPTON COUNTY RELATED TO RESPONSIBILITIES FOR POLICE, EMS AND FIRE SERVICES”.

WHEREAS, the CITY OF BETHLEHEM, is a municipal corporation being a City of the Third-Class, subject to the Optional Third-Class City Charter Law, organized and existing under the laws of the Commonwealth of Pennsylvania, its constituent parts being split by law between Northampton County and Lehigh County, Pennsylvania with principal administrative offices at City Hall, 10 E. Church Street, Bethlehem, PA 18018 (hereinafter referred to as “City”); and

WHEREAS, City owns certain property situate along Illick’s Mill Road and Schoenersville Road on which City operates and maintains various sports facility fields and a yard waste facility (hereinafter collectively referred to as “City Complex and Facilities”); and

WHEREAS, the City Complex and Facilities are located in Hanover Township, Northampton County; and

WHEREAS, in 1964, the Board of Supervisors of Hanover Township, Northampton County passed a resolution appointing the City Police Department as its duly authorized agent for the purposes of police protection for the City-owned property upon which the City Complex and Facilities are located; and

WHEREAS, the City and Hanover Township, Northampton County desire to enter into an intergovernmental cooperation agreement titled “Intergovernmental Cooperation Agreement by and between City of Bethlehem and Hanover Township, Northampton County related to Responsibilities for Police, EMS and Fire Services” (the “Agreement”) to set forth responsibility for not only police protection, but also for EMS service and fire protection for the City-owned property upon which the City Complex and Facilities are located; and

WHEREAS, the duration of the Agreement shall be perpetual, unless terminated as provided therein.

NOW THEREFORE BE IT RESOLVED, on this _____ day of _____, 2026, that the City Council of the City of Bethlehem, approves and ratifies the Intergovernmental

Cooperation Agreement titled “Intergovernmental Cooperation Agreement by and between City of Bethlehem and Hanover Township, Northampton County related to Responsibilities for Police, EMS and Fire Services” attached hereto and that the Mayor and the Controller and/or such other City officials as deemed appropriate by the City Solicitor, are hereby authorized to execute the same on behalf of the City of Bethlehem.

Sponsored by /s/ _____

/s/ _____

ADOPTED by Council this _____ day of _____, 2026.

/s/ _____
President of Council

ATTEST:

/s/ _____
City Clerk

Intergovernmental Cooperation Agreement
By and Between
City of Bethlehem
And
Hanover Township, Northampton County
Related to Responsibilities for Police, EMS and Fire Services

THIS INTERGOVERNMENTAL COOPERATION AGREEMENT is made this _____ day of _____, 2026, by and between the CITY OF BETHLEHEM, a municipal corporation being a City of the Third Class, subject to the Optional Third Class Charter Law, organized and existing under the laws of the Commonwealth of Pennsylvania, with offices at City Hall, 10 E. Church Street, Bethlehem, Pennsylvania 18018 (hereinafter referred to as “City”) and HANOVER TOWNSHIP, NORTHAMPTON COUNTY, a second class township organized under the laws of the Commonwealth of Pennsylvania with offices at 3630 Jacksonville Road, Bethlehem, Pennsylvania 18017 (hereinafter referred to as “HTNC”).

WHEREAS, the City owns that certain property known as Illick’s Mill Road, Northampton County Tax Parcel No. N6-16-3 0214E (hereinafter referred to as “the Property”) situate along Illick’s Mill Road and Schoenersville Road, a depiction of which is attached hereto and made a part hereof as Exhibit “A”, on which the City operates and maintains (1) various sports facility fields as part of the City’s Monocacy Park Complex and (2) a yard waste facility located at 1480 Schoenersville Road, Bethlehem, Pennsylvania, 18017 (hereinafter collectively referred to as “City Complex and Facilities”), and

WHEREAS, the City Complex and Facilities are located in HTNC; and

WHEREAS, on October 27, 1964 the Board of Supervisors of Hanover Township, Northampton County, passed a resolution, which is attached hereto and made a part hereof as Exhibit “B”, appointing the City Police Department as its duly authorized agent for the purposes

of police protection for the Property upon which the City Complex and Facilities are located; and

WHEREAS, the City and HTNC desire to set forth the responsibility for not only police protection, but also for EMS service and fire protection for the Property upon which the City Complex and Facilities are located.

NOW, THEREFORE, in consideration of the covenants and conditions contained herein, the parties agree as follows:

1. The “WHEREAS” clauses are hereby incorporated herein as if the same were set forth here at length.

2. The City and HTNC acknowledge and agree that HTNC hereby appoints the City Police Department as its duly authorized agent for the purpose of providing police protection for the City Complex and Facilities and the Property where the City Complex and Facilities are located, without any cost to HTNC and conferring upon the City Police Department all authority and power to act for and on behalf HTNC.

In addition, HTNC appoints the City EMS and Fire Department to provide the necessary EMS and fire protection services to the City Complex and Facilities and the Property where the City Complex and Facilities are located at no cost to HTNC.

3. Either party may terminate this Agreement for any reason, and without cause, upon three (3) months advance written notice to the other.

4. Notices required by this Agreement shall be in writing and delivered via mail (postage prepaid), commercial courier, or personal delivery or sent by facsimile or other electronic means. Any notice delivered or sent as aforesaid shall be effective on the date of delivery or sending. All notices and other written communications under this Agreement shall be addressed to the individuals in the capacities indicated below, unless otherwise modified by

subsequent written notice.

Communication and details concerning this contract shall be directed to the following contract representatives:

For City:
City of Bethlehem
Attn: Mayor of City of Bethlehem
10 East Church Street
Bethlehem, PA 18018

For HTNC:
Hanover Township, Northampton County
Attn: Township Manager
3630 Jacksonville Road
Bethlehem, PA 18017

IN WITNESS WHEREOF, and intending to be legally bound hereby, the parties hereto have set their hands and seals on the date first above written.

ATTEST: HANOVER TOWNSHIP, NORTHAMPTON COUNTY

By: _____	By: _____
Print Name: _____	Print Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

ATTEST: CITY OF BETHLEHEM

_____	By: _____
Print Name: George Yasso	Print Name: J. William Reynolds
Title: City Controller	Title: Mayor
Date: _____	Date: _____

The within Agreement is certified to be needed, necessary and appropriate.

By: _____	By: _____
City of Bethlehem Department Head	City of Bethlehem Department Head
Print Name: Michelle Kott, Police Chief	Print Name: Matthew Griffin, Fire Chief

EXHIBIT "A" **(Northampton County Tax Assessment Map Images** **For Tax Parcel No. N6-16-3 0214E)**

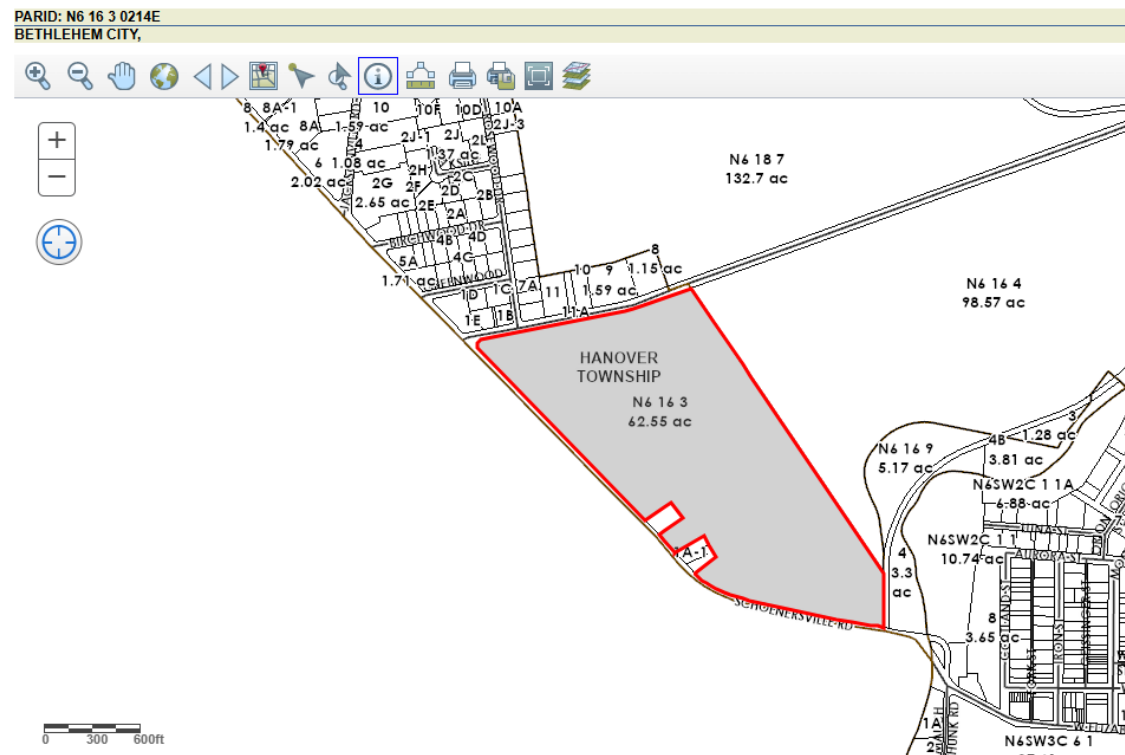
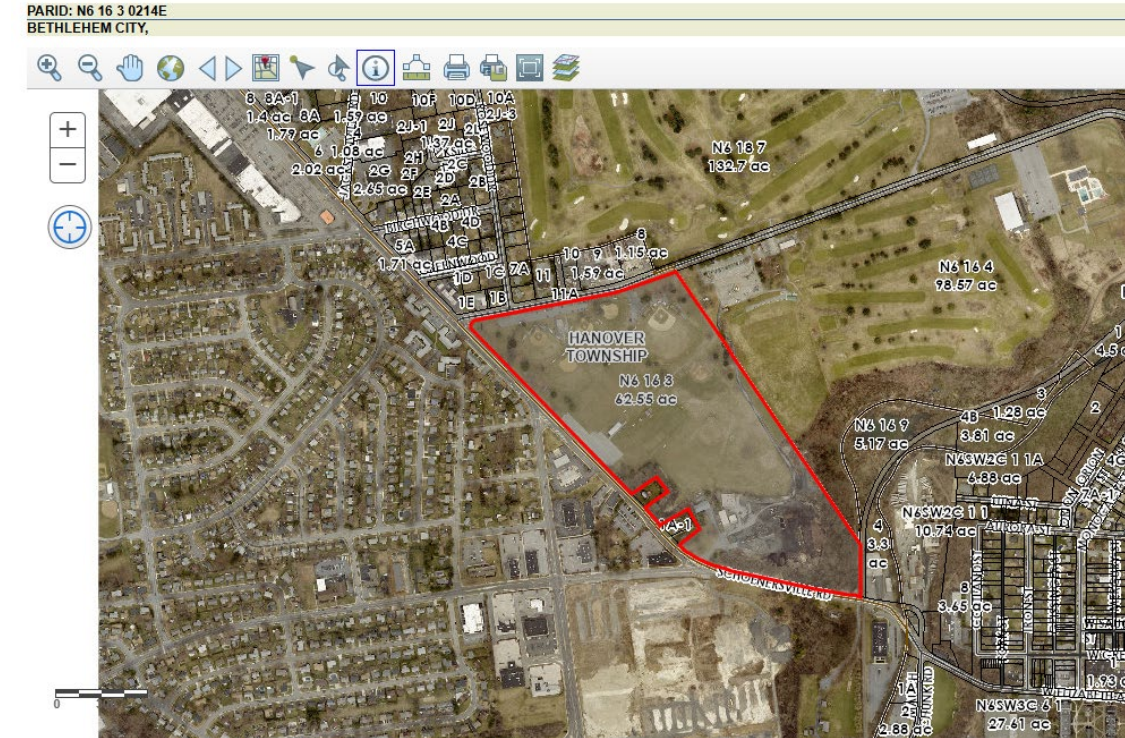


EXHIBIT "B"

(Hanover Township, Northampton County Resolution adopted on October 27, 1964)

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October 27, 1964

The regular semi-monthly meeting of the Board of Supervisors of Hanover Township, Northampton County, Pennsylvania, was called to Order at 7:30 P.M. by the Chairman, Mr. Al Crawford, with all members present.

Minutes of the previous meeting were read and approved.

The secretary read a letter from the Solicitor to Mr. Kachmar requesting more information concerning the bill submitted by Mr. Kachmar for auditing services of the Earned Income tax account. Solicitor Ruggiero reported that a reply was received from Mr. Kachmar and advised that he is entitled to compensation. The Supervisors decided to discuss the matter with the School District, since half of the bill of \$200.00 will be paid by them.

The secretary read a letter from Solicitor Ruggiero to Mr. Thomas Morgan, informing him of a petition received concerning the unsightliness of his property and barn located on Stokes Park Road, and requesting that the debris be removed. Mr. Robinson reported that Mr. Morgan had contacted him by telephone and said that he will begin cleaning the property as soon as he can spare the equipment for the job. The Board decided to inspect the property before the next meeting to determine if sufficient progress has been made.

Upon motion of Mr. Robinson and seconded by Mr. Diehl, and unanimously approved the following resolution was adopted:

RESOLUTION: WHEREAS, the Supervisors of Hanover Township, Northampton County, Pennsylvania, recognize the need for police protection in the area south of Illicks Mill Road, and the need for a police patrol system on Illicks Mill Road from Schoenersville Road east to the Bethlehem City limits; and

WHEREAS, the said Township of Hanover does not have a duly constituted police force.

NOW, THEREFORE, BE IT RESOLVED, that the said Township of Hanover, Northampton County, Pennsylvania, acting by and through its duly elected Supervisors, do hereby appoint the Police Department of the City of Bethlehem as its duly authorized agent for the purpose of patrolling the said Illicks Mill Road from Schoenersville Road to the Bethlehem City limits, as well as the area south of Illicks Mill Road to the said City limits, without any cost or obligation to the Township of Hanover, hereby conferring upon the said Bethlehem Police Department and any of its officers from time to time assigned by the said Department, full power and authority to act for and on behalf of the said Township in matters of law enforcement on the said Illicks Mill Road, and in the area south thereof, the same as it, the said Township, could exercise through and under the statutes of the Commonwealth of Pennsylvania.

The secretary was instructed to notify the Planning Commission that Solicitor Ruggiero has advised that Section 23.101 of the Zoning Ordinance is illegal because the wording attempts to establish a basis of distinction between a public school and a parochial school. This section should be amended, but in the meantime all schools should be treated alike under the ordinance. He recommended that all amendments to the ordinance be made at one time.

Mr. Fogarasi submitted 2 copies of an aerial topographical map of the former Steckel tract which is now owned by Marcon Enterprises. Upon motion of Mr. Robinson and seconded by Mr. Diehl, the plans were accepted by the Board and payment of the bill for \$2,136.00 for mapping 142.4 acres of land was authorized. The secretary was instructed to bill Marcon Enterprises for \$3,560.00.