

HANOVER TOWNSHIP
BOARD OF COMMISSIONERS
FEBRUARY 8, 2016
****MINUTES****

The Hanover Township Board of Commissioners conducted a public meeting on February 8, 2016 at the Municipal Building, 1267 Sans Souci Parkway, Hanover Township, Luzerne County, Pennsylvania. The Chairman called the meeting to order at 7:00 PM.

PRESENT: Commissioners George Andrejko, William Howatt, Jeffrey Lewis, Michael Mazur, Albert Bagusky.

ABSENT: Commissioners George Bowers, Russell Davis.

Executive Session was held prior to the meeting to discuss possible litigation.

Mike Walsh, 8 East Germania Street addressed the Board regarding various concerns.

DEPARTMENT REPORTS

SECRETARY'S REPORT

Motion by Mazur, secc. Lewis that the Secretary's Report for the month of January 2016 be accepted and filed. The report indicated that Executive Sessions of the Board were conducted on January 4, 2016 & January 11, 2016 to discuss personnel and possible litigation. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

MANAGER'S REPORT

Motion by Mazur, secc. Lewis that the Manager's Report for the month of January 2016 be accepted and filed. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

DEPARTMENT REPORTS

Motion by Mazur, secc. Lewis that the reports from the Police, Road, Fire Department, Code Enforcement Office and Health Officer for the month of January 2016 be accepted and filed. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

TREASURER'S REPORT

Motion by Mazur, secc. Lewis that the Treasurer's report for the month of January 2016 be accepted and filed. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

Hanover Township
Board of Commissioners
February 8, 2016
Minutes – Page #2

MINUTES OF MEETING OF JANUARY 11, 2016

Motion by Mazur, secc. Lewis that the minutes of the meeting of January 11, 2016 be accepted and filed. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

LIST OF BILLS

Motion by Mazur, secc. Lewis that the list of bills for the month of January 2016 be accepted and filed. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

PRIOR APPROVAL OF BILLS

Motion by Mazur, secc. Lewis that the proper officers are authorized to pay payroll and those bills at a discount or that accrue a penalty between meetings. Bills paid by this procedure will be presented at the next meeting. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

COMMUNICATIONS

Motion by Mazur, secc. Lewis that the communications for the month of January 2016 be accepted and filed. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

HIRING – TEMPORARY LABORERS

Motion by Mazur, secc. Lewis that Mike Graboske, Ben Hultz, Dillon Ropetski, Marc McEvoy, Richard Colarusso, Patrick Wallace & Thomas Tryba be hired as a temporary laborer in the Public Works Department effective February 14, 2016 to March 15, 2016 at a rate of \$10.00 per hour for a maximum of twenty eight (28) hours per week. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

HIRING – TEMPORARY FIRE TRUCK DRIVERS

Motion by Mazur, secc. Lewis that Raymond Masher, John Marczak, Dwayne Taggart, Joseph Temerantz, Chris Weaver, Dan Wegrzynowicz, Robert Williams, John Engleman and Sean Reilly be hired as temporary as needed drivers in the Hanover Township Fire Department at Stations #2, #5 and #6 effective February 14, 2016 to March 15, 2016 at a rate of \$10.00 per hour for a maximum of twenty (28) hours per week, per individual. Total of all combined temporary as needed drivers shall not exceed ninety (90) hours per week. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

Hanover Township
Board of Commissioners
February 8, 2016
Minutes – Page #3

AUTHORIZATION TO SEEK FINANCING QUOTES - CODE OFFICE VEHICLE

Motion by Howatt, secc. Mazur that the Township Secretary be and is hereby authorized to solicit quotes for the financing of the 2016 Jeep Patriot at a cost of \$22,482.00 and present the sealed quotes to the Board to be opened at the March 7, 2016, work session. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

FINANCING APPROVAL – POLICE DEPARTMENT VEHICLE

Motion by Howatt, secc. Mazur that Landmark Bank at a rate of 1.80% be approved for financing of the 2016 Police Vehicle. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

AUTHORIZATION TO FINALIZE FIREHOUSE REBID DOCUMENTS

Motion by Howatt, secc. Mazur to authorize Quad III to finalize the rebidding documents for the new firehouse and further to send them to the USDA for review and approval. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

AUTHORIZATION TO SEEK FINANCING QUOTES

Motion by Howatt, secc. Mazur that the Township Secretary be and is hereby authorized to solicit quotes for a bridge loan for the financing of the construction of new firehouse in the amount of \$1,600,000.00 and present the sealed quotes to the Board to be opened at the March 7, 2016, work session. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

AUTHORIZATION TO SEEK BOND COUNSEL

Motion by Howatt, secc. Mazur that the Township Manager be and is hereby authorized to seek Bond Counsel related to the bridge loan financing the construction of the new firehouse, financing of the 2016 Police Vehicle and the financing of the 2016 Code Enforcement Vehicle. This will include preparation of all documents necessary for filing all documents and any necessary to the PA Department of Community and Economic Development for general obligation debt. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

AUTHORIZATION TO SEEK LOCAL SHARE ACCOUNT GRANT EXTENSION

Motion by Howatt, secc. Mazur that the Township Manager be and is hereby authorized to submit a letter of request to the PA Department of Community and Economic Development seeking an extension to Local Share Account Grant #000053872 for the new firehouse. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

Hanover Township
Board of Commissioners
February 8, 2016
Minutes – Page #4

PAYMENT – REILLY & ASSOCIATES INVOICE No. 26

Motion by Howatt, secc. Mazur to approve Invoice No. 26 from Reilly & Associates in the amount of \$7,107.65 for engineering services performed. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

COSTARS 2016/2017 SALT CONTRACT

Motion by Howatt, secc. Mazur to authorize the Township Manager to submit Hanover Township's agreement to participate in the COSTARS 2016/2017 salt contract in the amount of 850 tons. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

AUTHORIZATION TO PREPARE SPECIFICATIONS – SALT SHED

Motion by Howatt, secc. Mazur that the Township Engineer be and is hereby authorized to prepare specifications for a salt shed. These specifications will be in accordance with the type of shed required for the storing of road salt for Hanover Township. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

AUTHORIZATION TO ADVERTISE – SALT SHED

Motion by Howatt, secc. Mazur that the Township Secretary be and is hereby authorized to advertise for bids on the new specifications for a salt shed and present the sealed quotes to the Board to be opened at the March 7, 2016, work session. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

AUTHORIZATION - KUHARCHIK CONSTRUCTION PROPOSAL

Motion by Howatt, secc. Mazur that the Chairman be and is hereby authorized to sign the acceptance of proposal form from Kuharchik Construction for repair to the signal loop at the Sans Souci Parkway and Ashley Streets intersection in the amount of \$1910.00. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

INVOICE – WYOMING VALLEY SANITARY AUTHORITY (WVSA)

Motion by Andrejko, secc. Mazur to approve the payment of the WVSA invoice in the amount of \$2,279.61 for their billing services for the Hanover Township Annual Sewer Fee. This will be paid from the sewer fee account. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

TAX PAYMENT REFUNDS

Motion by Andrejko, secc. Mazur upon the recommendation of the Tax Collector, to approve the following tax refunds: David & Emi Breinich in the amount of \$166.37 and KCAS LLC in the amount of \$53.90. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

Hanover Township
Board of Commissioners
February 8, 2016
Minutes – Page #5

INVOICE – KRASAVAGE CONTRUCTION

Motion by Andrejko, secc. Mazur upon the recommendation of the Township Engineer, to approve the payment to Krasavage Construction in the amount of \$1,000.00 for root removal from a manhole on Sunset Drive. This will be paid ferom the sewer fee account. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

AUTHORIZATION TO SEEK REIMBURSEMENT

Motion by Andrejko, secc. Mazur that the Township Manager be and is hereby authorized to request reimbursement for sewer line repair work for the following: Krasavage Construction invoice in the amount of \$4321.00 for sewer repair work located on Mary Street and Krasavage Construction invoice in the amount of \$1,000.00 for root removal from a manhole on Sunset Drive. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

REQUEST TO ATTEND TRAINING

Motion by Andrejko, secc. Mazur that the request of Police Chief Albert Walker for authorization of Officer Mark Stefanowicz to attend the 2016 Pennsylvania Narcotic Officers Association Training Convention from March 30, 2016 to April 1, 2016 in Harrisburg, Penna. for a total cost of \$313.00, be approved. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

REQUEST TO ATTEND TRAINING

Motion by Andrejko, secc. Mazur that the request of Police Chief Albert Walker for authorization of Officer Ryan Cywinski to attend the Annual Training Conference, of the Pennsylvania Chiefs of Police Association Law Enforcement Accreditation Commission from March 28, 2016 to March 30, 2016 in Harrisburg Penna. for a total cost of \$263.70, be approved. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

NATIONAL DRUG ENFORCEMENT TAKE BACK DAY

Motion by Andrejko, secc. Mazur that the request of Police Chief Albert Walker for authorization to designate the Hanover Township Police Department as a drug disposal area for the National Drug Take Back Day on April 30, 2016, be approved. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

Hanover Township
Board of Commissioners
February 8, 2016
Minutes – Page #6

PARTIAL PAYMENT REQUEST #2 – STELL ENTERPRISES –FINAL PAYMENT

Motion by Andrejko, secc. Mazur that upon the recommendation of the Township Engineer, to approve the payment of \$121,143.60 to Stell Enterprises for Oxford Street improvements and that the Township Engineer is authorized to request the final reimbursement of funds for this project from the Luzerne County Office of Community Development. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

INVOICE 16-0108– STELL ENTERPRISES – RED COAT LANE STORMWATER PIPE

Motion by Andrejko, secc. Mazur that based upon the recommendation of the Township Engineer, to approve the payment of \$11,049.00 to Stell Enterprises for replacement of 24 feet of storm water pipe on Red Coat Lane. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

AUTHORIZATION TO SEEK BIDS – GARAGE DOORS

Motion by Lewis, secc. Mazur that the Township Engineer be and is hereby authorized to review and prepare the specifications for the Municipal Garage Doors and that the Township Secretary is hereby authorized to advertise the specifications for bids of these doors and present these sealed bids to the Board to be opened at the March 7, 2016 work session. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

AUTHORIZATION – LOOMIS PARK BRIDGE INSPECTION

Motion by Lewis, secc. Mazur that upon the recommendation of the Township Manager, that the Township Engineer is authorized to inspect the Loomis Park Bridge for weight and safety conditions and provide a report on their findings. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

AUTHORIZATION – FLOW METER INSTALLATION REVIEW

Motion by Lewis, secc. Mazur that the Township Engineer be and is hereby authorized to review the plans for installation of the sewer flow meters and also meet with a HACH flow meter representative for proper device and placement selection and present a report to the Board of Commissioners. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

Hanover Township
Board of Commissioners
February 8, 2016
Minutes – Page #7

INVOICE – GARAGE ROOF REPLACEMENT - TIM BAYLIFF REMODELING

Motion by Lewis, secc. Mazur that based upon the recommendation of the Township Engineer, to authorize the payment of \$24,000 to Tim Bayliff Remodeling for the Municipal Garage Roof Replacement. This represents half of the amount requested due to ongoing review of the project. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

FISCAL INTERNAL CONTROL POLICY/PROCEDURES

Motion by Lewis, secc. Mazur that upon the recommendation of the Township Auditor, to authorize the Township Manager to implement the fiscal control policy and procedures as outlined by the Township Auditor. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

AUTHORIZATION TO ADVERTISE – ZONING OFFICER

Motion by Lewis, secc. Mazur that the Township Secretary be and is hereby authorized to advertise for the position of Hanover Township Zoning Officer. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

SAFETY COMMITTEE

Motion by Lewis, secc. Mazur that Bill Kunec and Commissioner George Andrejko be appointed to the Safety Committee effective February 9, 2016. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

ALTERNATE TOWNSHIP ENGINEER

Motion by Lewis, secc. Mazur that Reilly Engineers be designated as the Hanover Township Alternate Engineer on a negotiated fee basis effective February 9, 2016. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

RETIREMENT

Motion by Lewis, secc. Mazur that the February 4, 2016 letter of retirement from Eileen Valunas as Clerk/Bookkeeper/Budget Director be effective the close of business on April 15, 2016 be accepted. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

AUTHORIZATION TO POST JOB OPENING

Motion by Lewis, secc. Mazur that the Township Manager be and is hereby authorized to post the position of Clerk/Bookkeeper according to the AFSCME Union contract. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

Hanover Township
Board of Commissioners
February 8, 2016
Minutes – Page #8

**ORDINANCE NO. 003-2016 - ABOLISHING THE HANOVER
TOWNSHIP ZONING HEARING BOARD**

Motion by Lewis, secc. Mazur to approve Ordinance No. 003-2016 as presented. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**ORDINANCE NO. 004-2016 - ESTABLISHING THE HANOVER
TOWNSHIP ZONING HEARING BOARD**

Motion by Lewis, secc. Mazur to approve Ordinance No. 004-2016 as presented. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**RESOLUTION NO. 002-2016 - APPOINTING MEMBERS TO THE HANOVER
TOWNSHIP ZONING HEARING BOARD**

Motion by Lewis, secc. Mazur to approve Resolution No. 002-2016 as presented. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**ORDINANCE NO. 001-2016 - ABOLISHING THE HANOVER
TOWNSHIP PLANNING COMMISSION**

Motion by Lewis, secc. Mazur to approve Ordinance No. 001-2016 as presented. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**ORDINANCE NO. 002-2016 - ESTABLISHING THE HANOVER
TOWNSHIP PLANNING COMMISSION**

Motion by Lewis, secc. Mazur to approve Ordinance No. 002-2016 as presented. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

**RESOLUTION No. 001-2016 - APPOINTING MEMBERS TO THE HANOVER
TOWNSHIP PLANNING COMMISSION**

Motion by Lewis, secc. Mazur to approve Resolution No. 001-2016 as presented. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

RESOLUTION No. 003-2016 – TAX and REVENUE ANTICIPATION NOTE

Motion by Lewis, secc. Mazur to approve Resolution No. 003-2016 as presented. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

Hanover Township
Board of Commissioners
February 8, 2016
Minutes – Page #9

JOB DESCRIPTION SERVICES – TOWNSHIP AUDITOR

Motion by Lewis, secc. Mazur that the Township Manager be and is hereby authorized to request and enter into agreement for the services of the Township Auditor, Baker Tilly, to provide job descriptions pertaining to all fiscal duties within the Township Administration and the Chairman is authorized to sign the agreement. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

ADJOURNMENT

Motion by Lewis, secc. Mazur to adjourn the meeting. On the motion the following voted yes: Andrejko, Howatt, Lewis, Mazur, Bagusky. MOTION CARRIED.

Donna Makarczyk, Secretary