

HANOVER TOWNSHIP
BOARD OF COMMISSIONERS
DECEMBER 10, 2018
****MINUTES****

The Hanover Township Board of Commissioners conducted a public meeting on December 10, 2018 at the Municipal Building, 126 7Sans Souci Parkway, Hanover Township, Luzerne County, Pennsylvania. The Chairman called the meeting to order at 7:00 PM.

PRESENT: Commissioners George Andrejko, Albert Bagusky, George Bowers, William Howatt, Ronald Krushnowski, Jeffrey Lewis, Russell Davis.

ANNOUNCEMENTS:

There will be a public meeting to discuss the Stormwater Fee with Officials from the Wyoming Valley Sanitary Authority on Monday, December 17, 2018 at 6:30 pm here at the Municipal Building meeting room.

DEPARTMENT REPORTS

SECRETARY'S REPORT

Motion by Howatt, secc. Andrejko that the Secretary's Report for the month of November 2018 be accepted and filed. The report indicated that Executive Sessions of the Board were conducted on November 5, 2018 and November 14, 2018 to discuss personnel and possible litigation. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

MANAGER'S REPORT

Motion by Howatt, secc. Lewis that the Manager's Report for the month of November 2018 be accepted and filed. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

DEPARTMENT REPORTS

Motion by Howatt, secc. Lewis that the reports from the Police, Road, Sewer, Fire Department, Code Enforcement Office and Health Officer for the month of November 2018 be accepted and filed. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

TREASURER'S REPORT

Motion by Howatt, secc. Lewis that the Treasurer's report for the month of November 2018 be accepted and filed. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

Motion

Hanover Township
Board of Commissioners
December 10, 2018
Minutes – Page #2

MINUTES OF SPECIAL MEETING OF OCTOBER 17, 2018

Motion by Howatt, secc. Krushnowski that the minutes of October 17, 2018 be accepted and filed. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

MINUTES OF SPECIAL MEETING OF NOVEMBER 5, 2018

Motion by Howatt, secc. Krushnowski that the minutes of November 5, 2018 be accepted and filed. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

MINUTES OF MEETING OF NOVEMBER 14, 2018

Motion by Howatt, secc. Andrejko that the minutes of the meeting of November 14, 2018 be accepted and filed. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

LIST OF BILLS

Motion by Howatt, secc. Andrejko that the list of bills for the month of November 2018 be accepted and filed. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

PRIOR APPROVAL OF BILLS

Motion by Howatt, 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, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

COMMUNICATIONS

Motion by Lewis, secc. Krushnowski that the communications for the month of November 2018 be accepted and filed. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

HIRING – TEMPORARY LABORERS

Motion by Lewis, secc. Krushnowski that Marc McEvoy, Patrick Wallace, Thomas Tryba, Jerry Dunn & Mike Welebob be hired as a temporary laborer in the Public Works Department effective December 12, 2018 to January 14, 2019 at a rate of \$12.00 per hour for a maximum of twenty eight (28) hours per week. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. Abstain: Bowers. MOTION CARRIED.

Hanover Township
Board of Commissioners
December 10, 2018
Minutes – Page #3

HIRING – TEMPORARY FIRE TRUCK DRIVERS

Motion by Lewis, secc. Krushnowski that Raymond Masher, John Marczak, Dwayne Taggart, Dan Wegrzynowicz, Robert Williams, John Engleman, Sean Reilly, Bill McDaniels and Dan Harkenreader be hired as temporary as needed drivers in the Hanover Township Fire Department at the North Station, South Station and Headquarters effective December 12, 2018 to January 14, 2019 at a rate of \$12.00 per hour for a maximum of twenty (28) hours per week, per individual. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

RETIREMENT

Motion by Lewis, secc. Krushnowski to accept the notice of retirement from Raymond Eichler, from the Fire Department, effective December 31, 2018. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

RETIREMENT

Motion by Lewis, secc. Krushnowski to accept the notice of retirement from Donald Ricko, from the Road Department, effective December 31, 2018. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

RETIREMENT

Motion by Lewis, secc. Krushnowski to accept the notice of retirement from Russell Priestman, from the Fire Department, effective December 31, 2018. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

2019 TAX AND REVENUE ANTICIPATION NOTE

Motion by Lewis, secc. Krushnowski that as per the review by the Solicitor, that Landmark Bank, be awarded the quote for the 2019 Tax and Revenue Anticipation Note as per the proposal submitted for the principal amount of \$900,000.00 for cash flow purposes at an interest rate of 2.73% with no fees and that the Chairman be and is authorized to sign on behalf of the Township. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

RESOLUTION NO. 023-2018 TAX AND REVENUE ANTICIPATION NOTE 2019

Motion by Lewis, secc. Krushnowski to approve Resolution No. 023-2018 as presented for the Tax and Revenue Anticipation Note for 2019. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

Hanover Township
Board of Commissioners
December 3, 2018
Minutes – Page #4

RENEWAL QUOTE – PUBLIC OFFICIALS LIABILITY, EMPLOYMENT PRACTICES LIABILITY & LAW ENFORCEMENT LIABILITY

Motion by Lewis, secc. Krushnowski that the quote from Joyce Insurance Group dated November 27, 2018 for the renewal of the Public Officials Liability, Employment Practices Liability and Police Enforcement Liability insurance policies with an annual premium of \$30,412.00 effective December 31, 2018 be approved and the Chairman be and is authorized to sign the quote. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

ORDINANCE NO. 005-2018 - APPROPRIATION ORDINANCE FOR 2019

Motion by Lewis, secc. Krushnowski to approve Hanover Township Appropriation Ordinance No. 005-2018 the Budget Summary for All Budget Funds allocating revenues and expenses for fiscal year 2019 appropriating specific sums from the fund equities, revenues and other financing services be adopted as advertised. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

ORDINANCE NO. 006-2018 - FIXING THE TAX RATE FOR 2019

Motion by Lewis, secc. Krushnowski to approve Ordinance No. 006-2018 fixing the tax rate for the 2019 general fund at five point five (5.5) mills on all real property be adopted as advertised. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

ORDINANCE NO. 007-2018 - EARNED INCOME TAX 2019

Motion by Lewis, secc. Krushnowski to approve Ordinance No. 007-2018 imposing an earned income tax of one (1%) per centum for the year 2019 be adopted as advertised. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

ORDINANCE NO. 008-2018 - TRANSFER OF REAL ESTATE FOR 2019

Motion by Lewis, secc. Krushnowski to approve Ordinance No. 008-2018 imposing a real estate tax of one (1%) per centum for the year 2019 be adopted as advertised. On the motion the following votes yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

Hanover Township
Board of Commissioners
December 3, 2018
Minutes – Page #5

ORDINANCE NO. 009-2018 LOCAL SERVICE TAX ORDINANCE 2019

Motion by Lewis, secc. Krushnowski to approve Ordinance No. 009-2018 imposing a local services tax for the year 2019 in the amount of fifty-two (\$52.00) dollars on the privilege of engaging in an occupation within the Township pursuant to Act 7 of 2007 and Ordinance No. 005-2007- The Hanover Township Local Service Tax be adopted as advertised. On the motion the following votes yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

ORDINANCE NO. 010-2018 - MERCANTILE & BUSINESS PRIVILEGE TAX 2019

Motion by Lewis, secc. Krushnowski to approve Ordinance No. 010-2018 imposing a mercantile and business privilege tax setting the rate at one (1) mill for wholesale and brokers, and one and one half (1 ½) mills for retail, restaurant, hawkers, peddlers, professional and contractors for the year 2019 be adopted as advertised. On the motion the following votes yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

RESOLUTION NO. 020-2018 – 2019 SALARY AND COMPENSATION RESOLUTION

Motion by Lewis, secc. Krushnowski to approve Resolution No. 020-2018 the 2019 Salary and Compensation Resolution as presented and that the Chairman be and is authorized to sign on behalf of the Township. On the motion the following votes yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

ORDINANCE NO. 011-2018 - AN ORDINANCE PROVIDING FOR A ONE-TIME RETIREMENT INCENTIVE

Motion by Bowers, secc. Krushnowski to approve ORDINANCE NO. 2018-011 authorizing the amending of ORDINANCE NO. 015-2003 providing for a one-time retirement incentive in the Township's non-uniform employee pension plan as advertised. On the motion the following votes yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

ORDINANCE NO. 012-2018 - AUTHORIZING REIMBURSEMENT TO THE GENERAL FUND FROM THE SEWER FUND FOR 2019

Motion by Bowers, secc. Lewis to approve Ordinance No. 012-2018 authorizing reimbursement to the General Fund from the Sewer Fee Account for expenses resulting from maintenance, repair, oversight and administration of the Hanover Township Sewer System for the year 2019 be adopted as advertised. On the motion the following votes yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

Hanover Township
Board of Commissioners
December 10, 2018
Minutes – Page #6

RESOLUTION NO. 021-2018 - A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF HANOVER AUTHORIZING AND SUPPORTING HANOVER TOWNSHIP TO BE THE LEAD APPLICANT TO PREPARE AND SUBMIT A KEYSTONE COMMUNITIES GRANT APPLICATION ON BEHALF OF THE LOWER SOUTH VALLEY COUNCIL OF GOVERNMENTS TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT.

Motion by Bowers, secc. Lewis to approve Resolution No. 021-2018 as presented for the KEYSTONE COMMUNITIES grant application in the amount of \$100,000 and that the Township Manager be and is authorized to sign the grant application on behalf of the Township. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

RESOLUTION NO. 018-2018 - A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF HANOVER AUTHORIZING THE PRIOR APPROVAL FOR PAYMENT OF PAYROLL AND BILLS

Motion by Bowers, secc. Lewis to approve Resolution No. 018-2018 as presented for the prior approval for payment of payroll and bills and that it is hereby approved as submitted. On the motion the following votes yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

INVOICES – BORTON LAWSON ENGINEERING

Motion by Bowers, secc. Lewis to authorize the payment of Township Engineer Borton Lawson Invoices referenced as 2018 – 53 thru 56 for various projects in the amount of \$7,379.54. These will be paid through various funds and grants. On the motion the following votes yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

AUTHORIZATION TO ATTEND TRAINING

Motion by Bowers, secc. Lewis that based upon the request of the Chief of Police, to authorize Officer Donald Mantush to attend Taser CEW Instructor Certification course on February 5, 2019 at a cost of \$325.00. On the motion the following votes yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

Hanover Township
Board of Commissioners
December 10, 2018
Minutes – Page #7

APPROVAL – CHANGE ORDER NO. 1 COMMUNITY DEVELOPMENT FUNDS PAVING PROJECT

Motion by Bowers, secc. Lewis that based upon the recommendation of the Township Engineer, to approve Change Order No.1 from Barletta Materials & Construction, Inc. for the Community Development Funds Paving Project in the decreased amount of \$9,078.20 due to adjusted material quantities. On the motion the following votes yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

PAYMENT APPLICATION – COMMUNITY DEVELOPMENT FUNDS PAVING PROJECT

Motion by Bowers, secc. Krushnowski that based upon the recommendation of the Township Engineer, to approve the payment application from Barletta Materials & Construction, Inc. in the amount of \$184,626.80 for the Community Development Funds Paving Project and it to be paid from the Capital Fund Account with reimbursement requested to Luzerne County Office of Community Development. On the motion the following votes yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

PAYMENT APPLICATION - MUNICIPAL BUILDING ENTRANCE PROJECT

Motion by Bowers, secc. Lewis that based upon the recommendation of the Township Engineer, to approve the Payment Application from Twin City Builders, Inc. for the Municipal Building Entrance Project in the amount of \$7,196.45 from the Capital Fund Account. On the motion the following votes yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

PAYMENT APPLICATION – MUNICIPAL HVAC PROJECT

Motion by Andrejko, secc. Lewis that based upon the recommendation of the Township Engineer, to approve the payment application from Robert P. Harrington, Inc. in the amount of \$62,100.00 for the Municipal Building HVAC Project and it to be paid from the Capital Fund Account. On the motion the following votes yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

AUTHORIZATION TO PURCHASE – K9 VEHICLE

Motion by Andrejko, secc. Lewis to authorize the purchase of a 2019 Ford Utility Police Interceptor for the K9 Unit in the amount of \$45,823.87 from Koch 33 through COSTARS contract #25-006/Vendor #125126 with the trade-in of a Ford Expedition K9 and Dodge Charger for a credit of \$7,000.00 at a grand total of \$38,823.87 and that it be paid for from the Capital Fund Account. On the motion the following votes yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

Hanover Township
Board of Commissioners
December 10, 2018
Minutes – Page #8

RESOLUTION NO. 019-2018 - A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF HANOVER AUTHORIZING AND SUPPORTING HANOVER TOWNSHIP TO BE THE LEAD APPLICANT TO PREPARE AND SUBMIT A LOCAL SHARE GRANT APPLICATION TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT ON BEHALF OF THE LOWER SOUTH VALLEY COUNCIL OF GOVERNMENTS.

Motion by Andrejko, secc. Bowers to approve Resolution No. 019-2018 as presented authorizing HANOVER TOWNSHIP TO BE THE LEAD APPLICANT FOR THE LOWER SOUTH VALLEY COUNCIL OF GOVERNMENTS gaming application in the amount of \$1,500,000.00. This application is for infrastructure improvements in cooperation with NorthPoint Development at the Hanover 9 worksite and that the Township Manager be and is authorized to sign and submit the grant application on behalf of the Township. On the motion the following votes yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

RESOLUTION NO. 022-2018 - A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWNSHIP OF HANOVER AUTHORIZING THE TOWNSHIP MANAGER TO PREPARE AND SUBMIT A LOCAL SHARE GRANT APPLICATION TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT.

Motion by Andrejko, secc. Lewis to approve Resolution No. 022-2018 as presented for the SOLOMON CREEK INTERCEPTOR REHABILITATION grant application in the amount of \$500,000 and that it is hereby approved as submitted. On the motion the following votes yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

APPROVAL - AFSCME CONTRACT

Motion by Andrejko, secc. Bowers that the contract proposal voted on and agreed upon by the AFSCME Local #2553 members Firefighters/Maintenance be approved and that the signature page may be completed. On the motion the following votes yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

APPROVAL - AFSCME CONTRACT

Motion by Andrejko, secc. Bowers that the contract proposal voted on and agreed upon by the AFSCME Local #2553 members Clerical, Road, Sewer Employees be approved and that the signature page may be completed. On the motion the following votes yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

Hanover Township
Board of Commissioners
December 10, 2018
Minutes – Page #9

APPROVAL – HEART AND LUNG ACT REQUEST

Motion by Andrejko, secc. Bowers that the request from Police Sgt. Robert Orzechowski for Heart and Lung Act Benefits during his course of recovery be approved effective November 29, 2018. On the motion the following votes yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Davis. Abstain: Lewis. MOTION CARRIED.

AUTHORIZATION – DIRECT DEPOSIT PAYROLL

Motion by Andrejko, secc. Bowers to authorize that all associates are required to enroll in direct deposit for payroll and compensation distribution effective January 1, 2019. On the motion the following votes yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

TAX REFUNDS

Motion by Andrejko, secc. Bowers that upon request of the Tax Collector, to authorize the following tax refunds: Stephen Turinski \$53.90, Domoco Gas & Oil Co. \$33.00, David Korba \$65.39 and Heritage Hills Estates \$86.69. On the motion the following votes yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

RESIGNATION – ZONING BOARD

Motion by Andrejko, secc. Bowers to accept the letter of resignation of Ralph Schwartz from the Zoning Board effective January 1, 2019. On the motion the following votes yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

STATEMENT BY THE CHAIRMAN

On Behalf of myself, the Board members, the administrative staff and all the Township employees, I express wishes for a Happy Holiday Season. Merry Christmas and Happy New Year.

ADJOURNMENT

Motion by Lewis, secc. Andrejko to adjourn the meeting. On the motion the following votes yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

Donna M Makarczyk, Secretary