

HANOVER TOWNSHIP
BOARD OF COMMISSIONERS
NOVEMBER 14, 2018
****MINUTES****

The Hanover Township Board of Commissioners conducted a meeting on November 14, 2018 at the Municipal Building, 1267 Sans Souci Parkway, Hanover Township, Luzerne County, Pennsylvania. The Chairman called the meeting to order at 7:00PM.

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

MOMENT OF SILENCE – OBSERVANCE OF VETERAN’S DAY

We take a moment of silence for our veteran soldiers but not only those who have fought in the past...but to those who are today risking their lives for the sake of freedom. Let us pray for our young men and women in uniform. Let us ask for their safe return and for those who will never return and those not yet accounted for...grant them peace. And, for those who fall and have fallen, let their efforts not be in vein. Let us pray for the families whose sons and daughters are overseas as well as those who may be called upon to defend our freedoms. God Bless America.

LETTERS OF RECOGNITION

Frank Yuscavage III – *Eagle Scout*
Kyleen McCance – *Athlete*
Jeremy Callahan – *Athlete*

DEPARTMENT REPORTS

SECRETARY’S REPORT

Motion by Andrejko, secc. Lewis that the Secretary’s Report for the month of October 2018 be accepted and filed. The report indicated that Executive Sessions of the Board were conducted on October 1, 2018 and October 10, 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 Andrejko, secc. Lewis that the Manager’s Report for the month of October 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 Andrejko, secc. Lewis that the reports from the Police, Road, Sewer, Fire Department, Code Enforcement Office and Health Officer for the month of October 2018 be accepted and filed. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

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TREASURER’S REPORT

Motion by Andrejko, secc. Lewis that the Treasurer’s report for the month of September 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 OCTOBER 10, 2018

Motion by Andrejko, secc. Lewis that the minutes of the meeting of October 10, 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 Andrejko, secc. Lewis that the list of bills for the month of October 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 Andrejko, 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 Andrejko, secc. Lewis that the communications for the month of October 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 Andrejko, 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 November 13, 2018 to December 11, 2018 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.

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HIRING – TEMPORARY FIRE TRUCK DRIVERS

Motion by Andrejko, 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 November 13, 2018 to December 11, 2018 at a rate of \$12.00 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, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

AUTHORIZATION TO SIGN – GRANT DOCUMENTS

Motion by Andrejko, secc. Krushnowski to authorize the Chairman to sign the Agreement, Exhibit A and the standard of Conduct with Luzerne County for Community Development Block Grant funds totaling \$2,490,232.00 for various projects within the Township. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

AUDIT SERVICES FOR 2019

Motion by Andrejko, secc. Krushnowski to accept the proposal from Baker Tilly Virchow Krause, LLP to provide professional audit services for the calendar year, including the DCED Report, ending December 31, 2018 at a fee of \$19,000.00 including out of pocket expenses and \$5,880.00 to support the budget assistant in closing the books for the township on a monthly basis be approved and the Chairman & Township Manager be and is authorized to sign the letter of engagement on behalf of the Board. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

AUTHORIZATION TO REQUEST QUOTES – 2019 TAX & REVENUE

ANTICIPATION NOTE

Motion by Lewis, secc. Krushnowski that the Township Secretary be and is authorized to solicit quotes for a Tax and Revenue Anticipation Note for the year 2019 in the amount of \$900,000.00 for cash flow purposes and present the sealed quotes to the Board to be opened at the December 3, 2018 Work Session. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

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INVOICES – BORTON LAWSON ENGINEERING

Motion by Lewis, secc. Krushnowski to authorize the payment of Township Engineer Borton Lawson Invoices referenced as 2018 – 49 thru 52 for various projects in the amount of \$10,022.65. These will be paid through various funds and grants. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

INVOICE – BHW INSPECTIONS, LLC

Motion by Lewis, secc. Krushnowski to approve Invoice No. H18010 in the amount of \$790.50 to BHW Inspections, LLC for plan examinations on several projects within Hanover Township. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

INVOICE – VARALY ASSOCIATES, PROFESSIONAL PLANNING CONSULTANTS

Motion by Lewis, secc. Krushnowski to approve Invoice No. 1 in the amount of \$1,950.00 to Varaly Associates for professional planning consultation on several projects within Hanover Township. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

INVOICE – ED KRASAVAGE CONSTRUCTION INC.

Motion by Lewis, secc. Krushnowski to approve Invoice No. 1 in the amount of \$3,420.00 to Ed Krasavage Construction Inc. for sewer repair near Chester Street to be paid from the Sewer Fee Account and that the Township Secretary will submit for reimbursement through agreement with the Wyoming Valley Sanitary Authority. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

AUTHORIZATION TO ADVERTISE – 2019 ORDINANCES

Motion by Lewis, secc. Krushnowski to authorize the Township Secretary to advertise the following ordinances – Appropriation of the 2019 Budget, Fixing the Tax Rate at 5.5 mills, Transfer of Real Estate Tax, Earned Income Tax, Mercantile & Business Privilege Tax, Local Service Tax and the 2019 Meeting Schedule for the Board of Commissioners. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

APPROVAL - MUNICIPAL TAX REFUND

Motion by Lewis, secc. Krushnowski that based upon the request of the Luzerne County Assessors Office, to approve a municipal tax refund of \$269.50 to Leonard & Delores Zack, 1 Zack Street. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

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DELTA DENTAL CONTRACT RENEWAL

Motion by Lewis, secc. Krushnowski to approve the Delta Dental Contract for 2019 and that the Chairman be and is authorized to sign all documents. There is no increase in fees for 2019. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

AUTHORIZATION TO PROCEED – TRAFFIC SIGNAL REPAIR

Motion by Lewis, secc. Krushnowski to authorize and approve the low cost proposal from Kuharchik Construction, Inc. in the amount of \$9,518.00 to repair the traffic signal at the intersection of Sans Souci Parkway and Alta Road. This will be paid through received insurance funds. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

AUTHORIZATION TO PURCHASE – CODE ENFORCEMENT VEHICLE

Motion by Lewis, secc. Krushnowski to authorize the purchase of a 2019 Ford F-150 SuperCrew Pickup Truck in the amount of \$33,820.00 from Hondru Ford through COSTARS contract #25-006/Vendor #125126 and that it be paid for from the Capital Fund Account. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

PAYMENT APPLICATION – TWIN CITY BUILDERS, INC.

Motion by Lewis, secc. Krushnowski that based upon the recommendation of the Township Engineer, to approve the payment application from Twin City Builders, Inc. in the amount of \$98,504.55 for the Municipal Building Entrance Project and it to be paid from the Capital Fund Account. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

PAYMENT APPLICATION – MUNICIPAL HVAC PROJECT

Motion by Bowers, secc. Krushnowski that based upon the recommendation of the Township Engineer, to approve the payment application from Robert P. Harrington, Inc. in the amount of \$55,800.00 for the Municipal Building HVAC Project and it to be paid from the Capital Fund Account. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

APPROVAL – CHANGE ORDER NO. 1 LIQUID FUELS PAVING PROJECT

Motion by Bowers, secc. Krushnowski that based upon the recommendation of the Township Engineer, to approve Change Order No.1 from Pennsy Supply, Inc. for the Liquid Fuels Paving Project in the decreased amount of \$47,005.40 due to adjusted material quantities. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

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APPROVAL – CHANGE ORDER NO. 1 MULTI MODAL FUND PAVING PROJECT

Motion by Bowers, secc. Krushnowski that based upon the recommendation of the Township Engineer, to approve Change Order No.1 from Pennsy Supply, Inc. for the Multi Modal Fund Paving Project in the increased amount of \$20,560.75 due to adjusted material quantities. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

APPROVAL – CHANGE ORDER NO. 1 MUNICIPAL BUILDING ENTRANCE PROJECT

Motion by Bowers, secc. Krushnowski that based upon the recommendation of the Township Engineer, to approve Change Order No.1 from Twin City Builders, Inc. for the Municipal Building Entrance Project in the increased amount of \$2,489.00 due to an added card reader. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

APPROVAL - SEWAGE CONVEYANCE

Motion by Bowers, secc. Krushnowski that upon the recommendation of the Township Engineer, to approve the sewage conveyance request from Land Development Engineering, LLC and that the Chairman is authorized to sign for same. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

APPROVAL – REQUEST TO APPLY FOR HIGHWAY OCCUPANCY PERMIT

Motion by Bowers, secc. Krushnowski that upon the recommendation of the Township Engineer, to approve the request from George M. Albert, P.E., LLC to authorize George Albert, P.E., LLC. to apply on behalf of Hanover Township for a Highway Occupancy Permit related to development of Villas at Hidden Acres and that the Chairman is authorized to sign PennDOT authorization for same. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

RESOLUTION NO. 018-2018 OWNERSHIP OF STREETS

Motion Bowers, secc. Krushnowski that Resolution No. 018 – 2018 be approved as presented confirming Hanover Township has ownership of Haefele, Martin and Oak Streets. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

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AUTHORIZATION TO PROCEED – OXFORD STREET BRIDGE INSPECTION

Motion by Bowers, secc. Krushnowski to authorize and approve the proposal from Borton Lawson in the amount of \$1,500.00 to inspect the Oxford Street Bridge. This will be paid through the Capital Fund Account. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

AUTHORIZATION TO ATTEND TRAINING

Motion by Bowers, secc. Krushnowski that upon the request of the Chief of Police, to authorize Officer Ryan Cywinski to attend Field Training Officer Class from January 14 to January 16, 2019 at a cost of \$450.00. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

ORDINANCE NO. 004 – 2018 - PROHIBITING PARKING DURING THE SCHOOL YEAR ON THE SOUTH SIDE OF COLLEY STREET

Motion by Bowers, secc. Krushnowski that Ordinance No.004 – 2018 be approved as advertised. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

AUTHORIZATION TO PREPARE ORDINANCE

Motion by Bowers, secc. Krushnowski that the Solicitor, be and is authorized to prepare an Ordinance relative to the expenses for administration and operations of the sewer conveyance system within Hanover Township and the Township Secretary is authorized to advertise the same for consideration at the December 10, 2018 meeting. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

AUTHORIZATION TO PURCHASE – CANNON COPIER WITH LASERFICHE DOCUMENT SCAN

Motion by Bowers, secc. Krushnowski to authorize the purchase Cannon Copier with LaserFishe Document scan in the amount of \$17,524.00 from Golden Business Machines through COSTARS contract #25-006/Vendor #102592 and that it paid for from the Capital Fund Account. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

ADJOURNMENT

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

Donna Makarczyk, Secretary