

HANOVER TOWNSHIP
BOARD OF COMMISSIONERS
NOVEMBER 13, 2019
****MINUTES****

The Hanover Township Board of Commissioners conducted a public meeting on November 13, 2019 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 William Howatt, Ronald Krushnowski, Jeffrey Lewis, Russell Davis.

ABSENT: George Andrejko, Albert Bagusky, George Bowers.

MOMENT OF SILENCE – OBSERVANCE OF VETERAN’S DAY

We will take a moment of silence for all our veteran soldiers; thank you to those who have fought in the past...and to those who are today risking their lives for the sake of freedom. Let us pray for our men and women in uniform. Let us ask for the safe return for those abroad. 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.

ANNOUNCEMENT – The 2020 Budget has been proposed and is available for inspection in the Office of the Township Secretary.

Proclamations were given to Kylee McCance and Jeremy Callahan.

DEPARTMENT REPORTS

SECRETARY’S REPORT

Motion by Howatt, secc. Krushnowski that the Secretary’s Report for the month of October 2019 be accepted and filed. The report indicated that Executive Sessions of the Board were conducted on October 7, 2019 and October 14, 2019 to discuss personnel and possible litigation. On the motion the following voted yes: Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

MANAGER’S REPORT

Motion by Howatt, secc. Krushnowski that the Manager’s Report for the month of October 2019 be accepted and filed. On the motion the following voted yes: Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

DEPARTMENT REPORTS

Motion by Howatt, secc. Krushnowski that the reports from the Police, Road, Sewer, Fire Department, Code Enforcement Office and Health Officer for the month of October 2019 be accepted and filed. On the motion the following voted yes: Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

TREASURER'S REPORT

Motion by Howatt, secc. Krushnowski that the Treasurer's report for the month of October 2019 be accepted and filed. On the motion the following voted yes: Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

MINUTES OF MEETING OF OCTOBER 14, 2019

Motion by Howatt, secc. Krushnowski that the minutes of the meeting of October 14, 2019 be accepted and filed. On the motion the following voted yes: Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

COMMUNICATIONS

Motion by Howatt, secc. Krushnowski that the communications for the month of October 2019 be accepted and filed. On the motion the following voted yes: Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

HIRING – TEMPORARY LABORERS

Motion by Howatt, secc. Krushnowski that Marc McEvoy, Patrick Wallace, Jerry Dunn & Mike Welebob be hired as a temporary laborer in the Public Works Department effective November 16, 2019 to December 15, 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: Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

HIRING – TEMPORARY FIRE TRUCK DRIVERS

Motion by Howatt, secc. Krushnowski that Raymond Masher, John Marczak, Dwayne Taggart, Dan Wegrzynowicz, Robert Williams, John Engleman, Sean Reilly, Bill McDaniels, Dan Harkenreader and Jeff Sebecky be hired as temporary as needed drivers in the Hanover Township Fire Department at the North Station, South Station and Headquarters effective November 16, 2019 to December 15, 2019 at a rate of \$12.00 per hour for a maximum of twenty eight (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: Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

AUDIT SERVICES FOR 2020

Motion by Lewis, 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 \$19,500.00 including out of pocket expenses and \$6,000.00 to support closing the books for the township on a monthly basis be approved and the Chairman be and is authorized to sign the letter of engagement on behalf of the Board. On the motion the following voted yes: Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

INVOICES – BORTON LAWSON ENGINEERING

Motion by Lewis, secc. Krushnowski to authorize the payment of Township Engineer Borton Lawson Invoices referenced as 2019 – 54 thru 62 for various projects including LSA grants, Division Street Bridge and other projects in the amount of \$41,946.05. These will be paid through various funds and grants including from the Sewer Fee Account and Capital Funds. On the motion the following voted yes: Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

INVOICE – BHW INSPECTIONS, LLC

Motion by Lewis, secc. Krushnowski to approve Invoice No. H19010 in the amount of \$300.15 to BHW Inspections, LLC for plan examinations on several projects within Hanover Township. On the motion the following voted yes: Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

AUTHORIZATION TO ADVERTISE – 2020 BUDGET & ORDINANCES

Motion by Lewis, secc. Krushnowski to authorize the Township Secretary to advertise the following ordinances – Appropriation of the 2020 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 2020 Meeting Schedule for the Board of Commissioners. On the motion the following voted yes: Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

DELTA DENTAL CONTRACT RENEWAL

Motion by Lewis, secc. Krushnowski to approve the Delta Dental Contract for 2020 and that the Chairman be and is authorized to sign all documents. There is no increase in fees for 2020. On the motion the following voted yes: Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

PAYMENT APPLICATION – SPOTTS BROTHERS, INC.

Motion by Lewis, secc Krushnowski that based upon the recommendation of the Township Engineer, to approve the payment application from Spotts Brothers, Inc. in the amount of \$29,205.60 for the ADA Playground Project and it to be paid from the Capital Fund Account; and further that the Township Manager is authorized to request reimbursement of the grant funds for this project from the Luzerne County Office of Community Development. On the motion the following voted yes: Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

PAYMENT APPLICATION – IPR NORTHEAST, INC.

Motion by Lewis, secc. Krushnowski that based upon the recommendation of the Township Engineer, to approve the payment application from IPR Northeast, Inc. in the amount of \$74,332.35 for the LSA Sewer Project and it to be paid from the Sewer Fund Account; and further that the Township Manager is authorized to request reimbursement of the grant funds for this project. On the motion the following voted yes: Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

APPROVAL – DEVELOPERS AGREEMENT & IRREVOCABLE LETTER OF CREDIT

Motion by Lewis, secc. Krushnowski to approve, upon final review and legal authorization of the Township Solicitor, the Developers Agreement and Irrevocable Letter of Credit with Davison Monk Holdings, LLC. On the motion the following voted yes: Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

APPROVAL - CYBER LIABILITY INSURANCE

Motion by Lewis, secc. Krushnowski to approve the Cyber Liability Insurance with Beazley Insurance Company as recommended by Joyce Associates, Inc. in the amount of \$4,660.00. On the motion the following voted yes: Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

AUTHORIZATION TO APPROVE SEWAGE CAPACITY REQUEST LETTER

Motion by Lewis, secc. Krushnowski to authorize the chairman to sign the request for sewage capacity from PSP NE, LLC for PA State Police Headquarters located near Great Valley Boulevard. On the motion the following voted yes: Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

ADD ON MOTION - MUNICIPAL SIGN UPGRADE

Motion by Lewis, secc. Krushnowski to approve the proposal from Blasi Printing in the amount of \$6,200.00 for upgrades to the outdoor sign at the municipal building and it paid from the Capital Account. On the motion the following voted yes: Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

ADD ON MOTION - MUNICIPAL BUILDING ENTRANCE AWNING

Motion by Lewis, secc. Krushnowski to approve the proposal from Canvas Specialties, Inc. in the amount of \$4,671.00 for an awning at the municipal building entrance and it paid from the Capital Account. On the motion the following voted yes: Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

ADJOURNMENT

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

Donna M. Makarczyk, Secretary