

**HANOVER TOWNSHIP**  
**BOARD OF COMMISSIONERS**  
**SEPTEMBER 9, 2019**  
**\*\*MINUTES\*\***

The Hanover Township Board of Commissioners conducted a public meeting on September 9, 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 George Andrejko, William Howatt, Ronald Krushnowski, Jeffrey Lewis, Russell Davis.

**ABSENT:** Commissioners Albert Bagusky, George Bowers.

**PRESENTATION OF THE 2020 MINIMUM MUNICIPAL OBLIGATION (MMO) FOR THE POLICE AND NON-UNIFORMED PENSION PLANS**

As the Chief Administrator of both the Hanover Township Police Pension Plan and the Non-Uniformed Pension Plan, the Township Manager presents the following MMO(s) for 2020 to the Board of Commissioners as required under the provisions of Act 205.

Based on actuarial valuation reports received and prepared by AFG Pension Administration the values are:

Police Pension Plan 2020 MMO.....	\$698,339.00
Non-Uniformed Pension Plan 2020 MMO.....	\$292,802.00

This satisfies informing the governing body of the municipality of the plans expected financial obligations for the coming year.

**DEPARTMENT REPORTS**

**SECRETARY'S REPORT**

Motion by Andrejko, secc. Lewis that the Secretary's Report for the month of August 2019 be accepted and filed. The report indicated that Executive Sessions of the Board were conducted on August 5, 2019 and August 12, 2019 to discuss personnel and possible litigation. On the motion the following voted yes: Andrejko, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**MANAGER'S REPORT**

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

**TREASURER’S REPORT**

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

**MINUTES OF MEETING OF AUGUST 12, 2019**

Motion by Andrejko, secc. Lewis that the minutes of the meeting of August 12, 2019 be accepted and filed. On the motion the following voted yes: Andrejko, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**COMMUNICATIONS**

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

**HIRING – TEMPORARY LABORERS**

Motion by Andrejko, secc. Lewis that Marc McEvoy, Patrick Wallace, Jerry Dunn & Mike Welebob be hired as a temporary laborer in the Public Works Department effective September 13, 2019 to October 16, 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, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**HIRING – TEMPORARY FIRE TRUCK DRIVERS**

Motion by Andrejko, secc. Lewis 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 September 13, 2019 to October 16, 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: Andrejko, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**HIRING – CROSSING GUARD**

Motion by Andrejko, secc. Lewis that Amanda Potsko be hired as a Crossing Guard effective September 10, 2019 as per the 2019 Salary & Compensation Resolution based upon final approvals and background checks. On the motion the following voted yes: Andrejko, Howatt, Krushnowski, Lewis. Abstain: Davis. MOTION CARRIED.

**APPROVAL – HEART & LUNG BENEFIT ACT CLAIM PROCEDURE**

Motion by Andrejko, secc. Lewis to approve the Heart & Lung Act Claim Procedure as written and recommended by Township Labor Counsel. On the motion the following voted yes: Andrejko, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**AUTHORIZATION TO PURCHASE – GROUP LIFE INSURANCE**

Motion by Andrejko, secc. Lewis that based upon the recommendation of Township Insurance Agent Joyce Insurance Group, to purchase Group Life Insurance from The Mutual of Omaha Company at a cost of \$2,835.63 per month. On the motion the following voted yes: Andrejko, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**AUTHORIZATION – USE OF GARBAGE PACKER**

Motion by Andrejko, secc. Lewis to authorize the use of the garbage packer for the UFCW Credit Union Community Day to be held on October 13, 2019 at the Breslau Firehouse. On the motion the following voted yes: Andrejko, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**AUTHORIZATION – USE OF MUNICIPAL BUILDING**

Motion by Andrejko, secc. Lewis to authorize Countrywood Community Association the use of the municipal building for a meeting to be held on October 8, 2019 at 6:30 pm. On the motion the following voted yes: Andrejko, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**AUTHORIZATION – USE OF MUNICIPAL BUILDING**

Motion by Andrejko. secc. Lewis to authorize the Townhomes at Allenberry the use of the municipal building for a meeting to be held on October 2, 2019 at 7:00 pm. On the motion the following voted yes: Andrejko, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**APPROVAL – COOPERATION AGREEMENT**

Motion by Lewis. secc. Krushnowski to approve the Cooperation Agreement between Hanover Township and NorthPoint Development for the administration of a Local Share Account Grant Award and that the Chairman is authorized to sign the agreement. On the motion the following voted yes: Andrejko, 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 2019 – 41 - 47 for various projects including the Division Street Bridge Replacement, LSA grants and other projects in the amount of \$40,788.79. 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: Andrejko, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**INVOICE – BHW INSPECTIONS, LLC**

Motion by Lewis, secc. Krushnowski to approve Invoice No. H19008 in the amount of \$1,395.00 to BHW Inspections, LLC for plan examinations on several projects within Hanover Township. On the motion the following voted yes: Andrejko, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**INVOICE – ED KRASAVAGE CONSTRUCTION, INC.**

Motion by Lewis, secc. Krushnowski to approve Invoice No. 2 in the amount of \$143,318.00 to Ed Krasavage Construction, Inc. for work completed on the stormwater and sewer lines on Lee Park Avenue. This will be paid from the Capital and Sewer Fund. On the motion the following voted yes: Andrejko, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**INVOICE – GEORGE ELY ASSOCIATES, INC.**

Motion by Lewis, secc. Krushnowski to approve the invoice in the amount of \$19,165.50 to George Ely Associates, Inc., COSTARS Contract #014-011 for the playground equipment on Lee Park Avenue. This will be paid from the Capital Fund. On the motion the following voted yes: Andrejko, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**INVOICE – PLAYWORKS, INC.**

Motion by Lewis, secc. Krushnowski to approve the Invoice No. 1522 in the amount of \$10,600.00 to Playworks, Inc., COSTARS Contract #014-011 for the playground equipment installation on Lee Park Avenue. This will be paid from the Capital Fund. On the motion the following voted yes: Andrejko, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**PAY APPLICATION – LIQUID FUELS PAVING PROJECT**

Motion by Lewis, secc. Krushnowski to approve, based upon the recommendation of the Township Engineer, the Pay Application in the amount of \$16,231.99 to Pennsy Supply, Inc., for paving on Patrick Henry Drive and Prince Street. This will be paid from the Liquid Fuels Fund. On the motion the following voted yes: Andrejko, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

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**AUTHORIZATION TO APPROVE SEWAGE CAPACITY REQUEST LETTER**

Motion by Lewis, secc. Krushnowski to authorize the chairman to sign the request for sewage capacity from Land Development Engineering, LLC. for 872 Schechter Drive, Wilkes-Barre Township. On the motion the following voted yes: Andrejko, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**REQUEST TO ATTEND INTERNATIONAL ASSOCIATION OF CHIEFS OF POLICE TRAINING CONFERENCE**

Motion by Lewis, secc. Krushnowski to approve the request from Police Chief Albert Walker to attend the International Association of Chiefs of Police Training Conference in Chicago, IL from October 26th to October 29th. The cost of the training conference is free. On the motion the following voted yes: Andrejko, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**AUTHORIZATION – STOP SIGN WARRANT STUDY**

Motion by Lewis, secc. Krushnowski to authorize the Township Engineer to proceed with the Stop Sign Warrant Study for the area of East & West Liberty Streets. Approximate cost is \$4,800.00. On the motion the following voted yes: Andrejko, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**AUTHORIZATION TO SEEK REIMBURSEMENT – MEDICO LSA**

Motion by Lewis, secc. Krushnowski that based upon the recommendation of the Township Engineer, to authorize the Township Manager to submit for reimbursement for the Medico Industries LSA work in the amount of \$135,700.00. On the motion the following voted yes: Andrejko, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**APPROVAL – POSTAL STAMP MACHINE LEASE**

Motion by Lewis, secc. Krushnowski to approve the postal stamp machine lease with First Choice Business Solutions and that the Chairman is authorized to sign same. On the motion the following voted yes: Andrejko, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**APPROVAL OF LOCAL ECONOMIC REVITALIZATION TAX ASSISTANCE (LERTA) FOR EARTH CONSERVANCY LAND KNOWN AS HANOVER 7**

Motion by Lewis, secc. Krushnowski that pursuant to Pennsylvania's Local Economic Revitalization Tax Assistance (LERTA) Act to approve a tax abatement by way of the proposed Ordinance which establishes the boundaries of a Local Economic Revitalization Tax Assistance area consisting of approximately 20 acres of property also known as the Earth Conservancy Hanover 7 - Lot #1 site and was the subject of a duly advertised

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public hearing before the Board on September 9, 2019, and which incorporated the exhibits introduced at that hearing and which identified the LERTA exemption schedule and application procedures. On the motion the following voted yes: Andrejko, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**AUTHORIZATION TO AWARD – CIRCULATION ROAD PROJECT**

Motion by Lewis, secc. Krushnowski that based upon the recommendation of the Township Engineer, to award the Local Share Account Grant Project – The NorthPoint Circulation Road, in the low Base Bid amount with Bid Alternate No. 1 of \$774,905.13 to H&K Group, Inc. On the motion the following voted yes: Andrejko, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**AUTHORIZATION TO AWARD – DIVISION STREET BRIDGE REPLACEMENT PROJECT**

Motion by Lewis, secc. Krushnowski that based upon the recommendation of the Township Engineer, to award the Luzerne County Community Development Grant Project – The Division Street Bridge Replacement Project, in the low Base Bid amount of \$1,160,437.00 to Fabcor, Inc. On the motion the following voted yes: Andrejko, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**ADD ON MOTION – BRAY ESCROW ACCOUNT**

Motion by Lewis, secc. Krushnowski to authorize the release of funds from the fire escrow account for 8 Crest Hill Drive, Hanover Township in the amount of \$28,155.39. On the motion the following voted yes: Andrejko, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**ADJOURNMENT**

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

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Donna M Makarczyk, Secretary