

HANOVER TOWNSHIP
BOARD OF COMMISSIONERS
AUGUST 12, 2020
****MINUTES****

The Hanover Township Board of Commissioners conducted a public meeting on August 12, 2020 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, Albert Bagusky, George Bowers, William Howatt, Jeffrey Lewis, Russell Davis.

ABSENT: Commissioner Ronald Krushnowski.

RECOGNITION – RONALD JARZENBOVICZ – RETIRED FROM POLICE DEPARTMENT - 46 YEARS OF SERVICE

DEPARTMENT REPORTS

SECRETARY’S REPORT

Motion by Andrejko, secc. Lewis that the Secretary’s Report for the month of July be accepted and filed. The report indicated that Executive Session of the Board was conducted on July 15, 2020 discuss personnel and possible litigation. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Lewis, Davis. MOTION CARRIED.

MANAGER’S REPORT

Motion by Andrejko, secc. Lewis that the Manager’s Report for the month of July 2020 be accepted and filed. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, 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 July 2020 be accepted and filed. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Lewis, Davis. MOTION CARRIED.

MINUTES OF MEETING OF JULY 15, 2020

Motion by Andrejko, secc. Lewis that the minutes of the meeting of July 15, 2020 be accepted and filed. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Lewis, Davis. MOTION CARRIED.

COMMUNICATIONS

Motion by Andrejko, secc. Lewis that the communications for the month of July 2020 be accepted and filed. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Lewis, Davis. MOTION CARRIED.

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HIRING – TEMPORARY LABORERS

Motion by Andrejko, secc. Lewis that Marc McEvoy, Patrick Wallace, Jerry Dunn & Brandon Chafin be hired as a temporary laborers in the Public Works Department effective August 16, 2020 to September 15, 2020 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, Bowers, Howatt, 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, Jeff Sabecky and Tyler Gavlick be hired as temporary as needed drivers in the Hanover Township Fire Department at the North Station, South Station and Headquarters effective August 16, 2020 to September 15, 2020 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, Bagusky, Bowers, Howatt, Lewis, Davis. MOTION CARRIED.

HIRING – SUMMER LABORERS

Motion by Andrejko, secc. Lewis that Kyle Kowalski, Edwin Murphy, Connor Quaglia and Kyle Windt be hired as summer laborers in the Public Works Department effective August 16, 2020 to September 15, 2020 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, Bagusky, Bowers, Howatt, Lewis, Davis. MOTION CARRIED.

ORDINANCE NO. 003-2020 – CUSTOMER PARKING ONLY

Motion by Lewis, secc. Bowers to approve Ordinance No.003-2020 establishing customer only parking spaces on the west side of Lee Park Avenue as advertised. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Lewis, Davis. MOTION CARRIED.

ORDINANCE NO. 004-2020 – DRUG TASK FORCE PARTICIPATION

Motion by Lewis, secc. Bowers to approve Ordinance No. 004-2020 approving the agreement and participation of the Hanover Township Police Department with the Luzerne County Drug Task Force as advertised. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Lewis, Davis. MOTION CARRIED.

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APPROVAL – TAX REFUNDS

Motion by Lewis, secc. Bowers that based upon the recommendation of the Tax Collector, to issue the following tax refunds: \$33.15 to Frank & Dorothy Ciavarella and \$233.93 to Joseph & Mario Kaschak. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Lewis. Abstain: Davis. MOTION CARRIED.

INVOICES – BORTON LAWSON ENGINEERING

Motion by Lewis, secc. Bowers to authorize the payment of Township Engineer Borton Lawson Invoices referenced as 6T thru 6X for various projects including the Division Street Bridge Replacement, LSA grants in the amount of \$9,745.83. These will be paid through various funds and grants including from the Sewer Fee Account and Capital Fund. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Lewis, Davis. MOTION CARRIED.

INVOICES – BHW INSPECTIONS, LLC

Motion by Lewis, secc. Bowers to authorize the payment of BHW Inspections LLC Invoice 20007 for plan review of various projects in the amount of \$1,052.00. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Lewis, Davis. MOTION CARRIED.

APPROVAL - AMENDING HANOVER TOWNSHIP ZONING ORDINANCE

Motion by Lewis, secc. Bowers to approve that the Hanover Township Zoning Ordinance of June 13, 2016, as amended, is hereby amended as advertised. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Lewis, Davis. Voting No: Howatt. MOTION CARRIED.

AUTHORIZATION – SUMMER CLEANUP, PAPER SHREDDING EVENT AND E-CYCLING EVENT.

Motion by Lewis, secc. Bowers to authorize the Hanover Township 2020 Summer Clean Up on September 12 & 19 from 8 am to 12 pm and a Paper Shredding/E-Cycling event on August 29 from 8 am to 1 pm along with advertising and hiring of qualified Luzerne County Solid Waste Department vendors to assist with holding these for reimbursement purposes. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Lewis, Davis. MOTION CARRIED.

APPROVAL – DIVISION STREET BRIDGE REPLACEMENT PROJECT: CHANGE ORDER NO. 2

Motion by Lewis, secc. Bowers that upon the recommendation of the Township Engineer, to approve Change Order No. 2 to Fabcor Inc. to increase contract times due to COVID-19 work restrictions. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Lewis, Davis. MOTION CARRIED.

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APPROVAL – AWARD OF LIQUID FUELS PAVING PROJECT

Motion by Lewis, secc. Bowers based on the recommendation of the Township Engineer, that American Asphalt Inc. be awarded the Liquid Fuels Paving Project bid for the following streets: Wilkes Barre Street & Patrick Henry Drive in the amount of \$239,462.40. This project will be paid through the Liquid Fuels Fund and Capital Fund. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Lewis, Davis. MOTION CARRIED.

APPROVAL – AWARD OF MULTI MODAL PAVING PROJECT

Motion by Lewis, secc. Bowers that based on the recommendation of the Township Engineer, that H&K Group Inc. be awarded the Multi Modal Paving Project bid for Lee Park Avenue in the amount of \$57,565.56. This Project will be paid through a PA Multi Modal Grant & other funds. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Lewis, Davis. MOTION CARRIED.

AUTHORIZATION – PURCHASE OF LICENSE PLATE READER

Motion by Lewis, secc. Bowers to authorize Chief Albert Walker to purchase a 3 Camera Sharp Z3 license plate reader from Secure Watch 24 COSTARS Contract No. 033-029 in the amount of \$22,437.00 plus \$600 for software accessibility from the Capital Fund. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Lewis, Davis. MOTION CARRIED.

AUTHORIZATION – PURCHASE OF CAMERA SYTEM

Motion by Bowers, secc. Lewis to authorize the Township Manager to purchase a security & visitor monitoring camera system from FiberTel Inc. in the amount of \$4,385.00. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Lewis, Davis. MOTION CARRIED.

APPROVAL – RESOLUTION NO. 012-2020

Motion by Bowers, secc. Lewis to approve Resolution No. 012-2020 authorizing the Chairman & Township Manager to sign any and all documents necessary to request funds from the Luzerne County COVID-19 Relief Block Grant. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Lewis, Davis. MOTION CARRIED.

APPROVAL – COPY MACHINE POLICE DEPARTMENT

Motion by Bowers, secc. Lewis to approve the lease of a 550 F copier from Topp Business Solutions COSTARS contract #001-014 in the amount of \$85.54 per month for 48 months at a \$1.00 buyout. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Lewis, Davis. MOTION CARRIED.

APPROVAL – PURCHASE OF FIRE DEPARTMENT VEHICLE

Motion by Bowers, secc. Lewis to approve the purchase of a 2020 RAM 1500 Classic 4x4 Crew Cab in the amount of \$44,384.00 from New Holland Auto Group COSTARS #25-117 for the Hanover Township Fire Department from the Capital Fund. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Lewis, Davis. MOTION CARRIED.

APPROVAL – DIVISION STREET BRIDGE REPLACEMENT PROJECT: PAYMENT APPLICATION NO. 7

Motion by Bowers, secc. Lewis that upon the recommendation of the Township Engineer, to approve Payment Application No. 7 to Fabcor Inc. in the amount of \$162,259.22 from the Capital Fund for the Division Street Bridge Replacement Project and that the Township Manager is authorized the seek reimbursement from the Community Development Grant. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Lewis, Davis. MOTION CARRIED.

DIVISION STREET BRIDGE REPLACEMENT PROJECT: PAYMENT APPLICATION NO. 8

Motion by Bowers, secc. Lewis that upon the recommendation of the Township Engineer, to approve Payment Application No. 8 to Fabcor Inc. in the amount of \$150,286.61 from the Capital Fund for the Division Street Bridge Replacement Project and that the Township Manager is authorized the seek reimbursement from the Community Development Grant. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Lewis, Davis. MOTION CARRIED.

DIVISION STREET BRIDGE REPLACEMENT PROJECT: PAYMENT APPLICATION NO. 9

Motion by Bowers, secc. Lewis that upon the recommendation of the Township Engineer, to approve Payment Application No. 9 to Fabcor Inc. in the amount of \$112,278.69 from the Capital Fund for the Division Street Bridge Replacement Project and that the Township Manager is authorized the seek reimbursement from the Community Development Grant. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Lewis, Davis. MOTION CARRIED.

AUTHORIZATION – ADVERTISING OF NETWORK SERVER & INFORMATIONAL TECHNOLOGY HARDWARE

Motion by Bowers, secc. Lewis to authorize the Township Secretary to advertise for a new network server and information technology hardware including laptop computers for enhanced remote working capability. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Lewis, Davis. MOTION CARRIED.

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AUTHORIZATION

Motion by Bowers, secc. Lewis to authorize the Township Manager to negotiate with financial institutions relative to pension funding. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Lewis, Davis. MOTION CARRIED.

ADD ON MOTION – PAYMENT

Motion by Lewis, secc. Bowers to authorize a one-time payment of \$800 to all employees related to work performed during the COVID-19 pandemic. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, 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, Lewis, Davis. MOTION CARRIED.

Donna M. Makarczyk, Secretary