

HANOVER TOWNSHIP
BOARD OF COMMISSIONERS
DECEMBER 14, 2022
****MINUTES****

The Hanover Township Board of Commissioners conducted a public meeting on December 14, 2022 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 Albert Bagusky, George Bowers, Joseph Howanitz, William Howatt, Ronald Krushnowski, Jeffrey Lewis, George Andrejko.

ANNOUNCEMENT – An Executive Session of the Board was held prior to this meeting to discuss personnel items.

DEPARTMENT REPORTS

SECRETARY’S REPORT

Motion by Lewis, secc. Bowers that the Secretary’s Report for the month of November 2022 be accepted and filed. The report indicated that Executive Sessions of the Board were conducted on November 9, 2022 to discuss personnel and possible litigation. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis. Abstain: Andrejko. MOTION CARRIED.

MANAGER’S REPORT

Motion by Lewis, secc. Bowers that the Manager’s Report for the month of November 2022 be accepted and filed. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

DEPARTMENT REPORTS

Motion by Lewis, secc. Bowers that the reports from the Police, Road, Sewer, Fire Department, Code Enforcement Office and Health Officer for the month of November 2022 be accepted and filed. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

TREASURER’S REPORT

Motion by Lewis, secc. Bowers that the Treasurer’s report for the month of October 2022 be accepted and filed. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

MINUTES OF MEETING OF NOVEMBER 9, 2022

Motion by Lewis, secc. Bowers that the minutes of the meeting of November 9, 2022 be accepted and filed. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis. Abstain: Andrejko. MOTION CARRIED.

LIST OF BILLS

Motion by Lewis, secc. Bowers that the list of bills be approved for payment. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

COMMUNICATIONS

Motion by Lewis, secc. Bowers that the communications for the month of November 2022 be accepted and filed. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

HIRING – TEMPORARY LABORERS

Motion by Lewis, secc. Bowers that Kyle Kowalski, Edwin Murphy, Joseph Scudder & Nicholas Havey be hired as a temporary laborer in the Public Works Department effective December 16, 2022 to January 14, 2023 at a rate of \$14.00 per hour for a maximum of twenty eight (28) hours per week. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

HIRING – TEMPORARY FIRE TRUCK DRIVERS

Motion by Lewis, secc. Bowers that Raymond Masher, John Marczak, Dwayne Taggart, Dan Wegrzynowicz, Robert Williams, John Engleman, Sean Reilly, Bill McDaniels, Dan Harkenreader, Paul Rakowski, Keith Eichler Jr. & Joseph Hudak be hired as temporary as needed drivers in the Hanover Township Fire Department at the North Station, South Station and Headquarters effective December 16, 2022 to January 14, 2023 at a rate of \$14.00 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: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

AUTHORIZING – PERMANENT STATUS

Motion by Lewis, secc. Bowers that based upon the recommendation of Police Chief Lewis, to move Patrolman Thomas Mercandante to permanent status. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

HIRING – POSITION OF PATROL OFFICER

Motion by Lewis, secc. Bowers that Jeiko Rodriguez be appointed to the position of Patrol Officer in the Hanover Township Police Department effective January 1, 2023 at a salary as per the Collective Bargaining Agreement. There shall be a one (1) year probationary period and the appointment requires successful completion of all preplacement examinations and tests. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

HIRING OFFER – POSITION OF PATROL OFFICER(S)

Motion by Lewis, secc. Bowers that Desmond Cannon and Jacob Mercadante be conditionally offered the position of Patrol Officer in the Hanover Township Police Department at a salary as per the Collective Bargaining Agreement. The conditions are dependent on the candidate providing Hanover Township with proof of the successful completion of ACT 120 training and any other items necessary to be a police officer in Pennsylvania. Also, when employment becomes effective there shall be a one (1) year probationary period and the appointment requires successful completion of all preplacement examinations and tests. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

FILLING OF VACANCY

Motion by Lewis, secc. Bowers that Robert Chapin be appointed to the position of Property Maintenance Working Foreman effective January 1, 2023, at a salary as per the Collective Bargaining Agreement. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

FILLING OF VACANCY

Motion by Lewis, secc. Bowers that Anthony Glzenski be appointed to the position of Municipal Vehicle/Equipment Operator & Construction Working Foreman effective January 1, 2023, at a salary as per the Collective Bargaining Agreement. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

EMPLOYMENT AGREEMENT ADDENDUM(S)

Motion by Bowers, secc. Krushnowski to approve the employment agreement addendums with the Township Manager, Assistant Police Chief, Police Chief and Patrolman to address certain items as stated in the addendums. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Andrejko. Abstain: Lewis. MOTION CARRIED.

POSTING OF A VACANCY

Motion by Lewis, secc. Bowers to authorize the posting of a vacancy of Mechanic in the Road Department. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

VACANCY BOARD CHAIRMAN

Motion by Lewis, secc. to authorize the payment of \$1,000 to the Vacancy Board Chairman for 2022. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

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INVOICES – BORTON LAWSON ENGINEERING

Motion by Lewis, secc. Bowers to authorize the payment of Township Engineer Borton Lawson Invoices for various projects in the amount of \$10,611.22. These will be paid through various funds and grants including from the Liquid Fuels Account, Sewer Fee Account and Capital Fund. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

INVOICE – BHW INSPECTIONS, LLC

Motion by Lewis, secc. Bowers to approve Invoice No. H21011 in the amount of \$2,745.85 to BHW Inspections, LLC for plan examinations on several projects within Hanover Township. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

2023 TAX AND REVENUE ANTICIPATION TRANSFER

Motion by Lewis, secc. Bowers that the Township Manager is authorized to make an account transfer in the amount of \$900,000.00 for cash flow purposes on or about January 5, 2023, from the Capital Fund to the General Fund. The Township Manager is authorized to reimburse the Capital Fund on or before August 31, 2023. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

ORDINANCE NO. 005-2022 - APPROPRIATION ORDINANCE FOR 2023

Motion by Lewis, secc. Bowers to approve Hanover Township Appropriation Ordinance No. 005-2022 the Budget Summary for All Budget Funds allocating revenues and expenses for fiscal year 2023 appropriating specific sums from the fund equities, revenues and other financing services be adopted as advertised. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

ORDINANCE NO. 006-2022 - MERCANTILE & BUSINESS PRIVILEGE TAX 2023

Motion by Lewis, secc. Bowers to approve Ordinance No. 006-2022 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 2023 be adopted as advertised. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

ORDINANCE NO. 007-2022 - EARNED INCOME TAX 2023

Motion by Lewis, secc. Bowers to approve Ordinance No. 007-2022 imposing an earned income tax of one (1%) per centum for the year 2023 be adopted as advertised. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

ORDINANCE NO. 008-2022 LOCAL SERVICE TAX ORDINANCE 2023

Motion by Lewis, secc. Bowers to approve Ordinance No. 008-2022 imposing a local services tax for the year 2023 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 voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

ORDINANCE NO. 009-2022 - TRANSFER OF REAL ESTATE FOR 2023

Motion by Lewis, secc. Bowers to approve Ordinance No. 009-2022 imposing a real estate tax of one (1%) per centum for the year 2023 be adopted as advertised. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

ORDINANCE NO. 010-2022 - FIXING THE TAX RATE FOR 2023

Motion by Lewis, secc. Bowers to approve Ordinance No. 010-2022 fixing the tax rate for the 2023 general fund at five point five (5.5) mills on all real property be adopted as advertised. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

ORDINANCE NO. 011-2022 – REPEALING ORDINANCE NO. 024-2006

Motion by Lewis, secc. Bowers to approve Ordinance No. 011-2022 -repealing Ordinance No. 024-2006 establishing a Fire Inspection Program within Hanover Township Ordinance as advertised. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

ORDINANCE NO. 013-2022 – PROVIDING FORMAL INTERPETATION OF THE MERCANTILE AND BUSINESS PRIVILEGE TAX

Motion by Lewis, secc. Bowers to approve Ordinance No. 013-2022 providing a formal interpretation of the Mercantile Tax and Business Privilege Tax and clarifying the procedure for its administration as advertised. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

RESOLUTION NO. 024-2022 – 2023 SALARY AND COMPENSATION

RESOLUTION

Motion by Lewis, secc. Bowers to approve Resolution No. 024-2022 the 2023 Salary and Compensation Resolution as presented. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

RESOLUTION NO. 025-2022 – COVID-19 ARPA GRANT APPLICATION

Motion by Lewis, secc. Bowers to approve Resolution No. 025-2022 for the application of a COVID-19 ARPA Grant as presented. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

RESOLUTION NO. 026-2022 – AGREEMENT WITH PENNDOT

Motion by Lewis, secc. Bowers to approve Resolution No. 026-2022 for the application of a traffic signal improvement agreement for the Automated Red Light Enforcement grant as presented. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

APPROVAL – PUBLIC OFFICIALS AND POLICE LIABILITY INSURANCE

Motion by Lewis, secc. Bowers that as per recommendation of the Joyce Insurance, to approve the Public Officials Liability Insurance with Greenwich Insurance Company in the amount of \$21,020.00 and the Police Professional Liability Insurance with Berkley Assurance in the amount of \$13,660.00 effective December 31, 2022 and that the Chairman is authorized to sign all documents. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

RATIFYING TOWNSHIP MANAGERS ACTION

Motion by Lewis, secc. Bowers to ratify the Township Managers Action for the Proxy Voting Ballot for the Pennsylvania Municipal Health Insurance Cooperative. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

AUTHORIZATION TO ADVERTISE

Motion by Lewis, secc. Bowers to authorize advertising for the following services:

- Traffic Signal Maintenance and repair
- Milling of asphalt on streets or lots

On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

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AUTHORIZING THE ADVERTISING OF THE 2023 MEETING SCHEDULE

Motion by Lewis, secc. Bowers to authorize the Township Secretary to advertise the 2023 meeting schedule. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

AUTHORIZING THE RELEASE OF FIRE ESCROW ACCOUNT

Motion by Lewis, secc. Bowers that upon recommendation of the Code Enforcement Officer, to release the Fire Escrow Account to Northeast Cartage LLC & Medley Investments LLC in the amount of \$314,000.00. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

APPROVAL – MUNICIPAL LIGHTING PROPOSAL

Motion by Lewis, secc. Bowers to approve the proposal from Sleboda Electric for installation of municipal lot lighting in the amount of \$10,290.00 and to waive the permit fee for the same. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

STATEMENT FROM THE CHAIRMAN

On behalf of the Board of Commissioners I want to wish all employees their families and the entire community a very Merry Christmas and a Happy, Healthy New Year.

ADJOURN

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

Jennifer Dukes, Township Secretary