

HANOVER TOWNSHIP
BOARD OF COMMISSIONERS
DECEMBER 13, 2023
****MINUTES****

The Hanover Township Board of Commissioners conducted a public meeting on December 13, 2023 at the Hanover Township Municipal Building, 1267 Sans Souci Parkway, Hanover Township, Luzerne County, Pennsylvania. The Chairman called the meeting to order at 6:28 PM.

PRESENT: Commissioners Albert Bagusky, George Bowers, Joseph Howanitz, William Howatt, Ronald Krushnowski, Jeffrey Lewis, George Andrejko.

Mario Fiorucci, 893 Main Street, Sugar Notch, addressed the board regarding property boundaries Sugar Notch and Hanover Township.

Ann Williams, 505-507 Chestnut Street, Hanover Township thanked the Board of Commissioners.

DEPARTMENT REPORTS

SECRETARY'S REPORT

Motion by Lewis, secc. Bowers that the Secretary's Report for the month of November 2023 be accepted and filed. The report indicated that Executive Session of the Board was conducted on November 8, 2023 to discuss personnel and possible litigation. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

MANAGER'S REPORT

Motion by Lewis, secc. Bowers that the Manager's Report for the month of November 2023 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 2023 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 2023 be accepted and filed. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

Hanover Township
Board of Commissioners
December 13, 2023
Minutes – Page #2

MINUTES OF MEETING OF NOVEMBER 8, 2023

Motion by Lewis, secc. Bowers that the minutes of the meeting of November 8, 2023 be accepted and filed. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, 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 2023 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 Edwin Murphy, Joseph Scudder, Nicholas Havey, Sean Burridge, Daniel Fuller and Kyle Shamanski be hired as temporary laborers in the Public Works Department effective December 16, 2023 to January 15, 2024 at a rate of \$14.50 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 John Marczak, Dwayne Taggart, Dan Wegrzynowicz, Robert Williams, John Engleman, Sean Reilly, Bill McDaniels, Dan Harkenreader, Paul Rakowski, Joseph Hudak, Ryan Kairo, Cayden Schiel and Josh Hooper be hired as temporary as needed drivers in the Hanover Township Fire Department at the North Station, South Station and Headquarters effective December 16, 2023 to January 15, 2024 at a rate of \$14.50 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.

OFFER OF EMPLOYMENT

Motion by Lewis, secc. Bowers to approve the offer of employment to the applicant on the Civil Service list for the position of Apparatus Driver/Maintenance person in the Fire Department. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

Hanover Township
Board of Commissioners
December 13, 2023
Minutes – Page #3

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 \$10,189.71. 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. H23011 in the amount of \$702.18 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.

2024 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 15, 2024, from the Capital Fund to the General Fund. The Township Manager is authorized to reimburse the Capital Fund on or before August 31, 2024. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

RESOLUTION NO. 028-2023 – 2024 SALARY AND COMPENSATION RESOLUTION

Motion by Lewis, secc. Bowers to approve Resolution No. 028-2023 the 2024 Salary and Compensation Resolution as presented. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

ORDINANCE NO. 008-2023 - EARNED INCOME TAX 2024

Motion by Lewis, secc. Bowers to approve Ordinance No. 008-2023 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. 009-2023 LOCAL SERVICE TAX ORDINANCE 2024

Motion by Lewis, secc. Bowers to approve Ordinance No. 009-2023 imposing a local services tax for the year 2024 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.

Hanover Township
Board of Commissioners
December 13, 2023
Minutes – Page #4

ORDINANCE NO. 010-2023 - MERCANTILE & BUSINESS PRIVILEGE TAX 2024

Motion by Lewis, secc. Bowers to approve Ordinance No. 010-2023 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 2024 be adopted as advertised. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

ORDINANCE NO. 011-2023 - TRANSFER OF REAL ESTATE FOR 2024

Motion by Lewis, secc. Bowers to approve Ordinance No. 011-2023 imposing a real estate tax of one (1%) per centum for the year 2024 be adopted as advertised. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

ORDINANCE NO. 012-2023 - FIXING THE TAX RATE FOR 2024

Motion by Lewis, secc. Bowers to approve Ordinance No. 012-2023 fixing the tax rate for the 2024 general fund at five point five (5.5) mills on all real property be adopted as advertised. There is no tax increase for 2024. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

ORDINANCE NO. 013-2023 - APPROPRIATION ORDINANCE FOR 2024

Motion by Lewis, secc. Bowers to approve Hanover Township Appropriation Ordinance No. 013-2023 the Budget Summary for All Budget Funds allocating revenues and expenses for fiscal year 2024 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.

APPROVAL OF PAYMENT

Motion by Lewis, secc. Bowers to authorize the payment of \$1,000.00 for sewer-related damage to Marie Yunushefski, 14 Park Street, from the sewer account. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis. Abstain: Andrejko. MOTION CARRIED.

APPROVAL – TAX REFUNDS

Motion by Lewis, secc. Bowers to approve, upon the request of the Tax Collector, a tax refund for 3 President Road in the amount of \$180.02. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

APPROVAL OF PROPOSAL FOR LEASE FINANCING

Motion by Lewis, secc. Bowers to authorize the Township Manager to accept the proposal for lease financing for municipal vehicles in the amount of \$397,000.00 from M&T Bank at an interest rate of 4.907%. 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 Joyce Insurance, to approve the Public Officials Liability Insurance with Greenwich Insurance Company in the amount of \$27,005.00 and the Police Professional Liability Insurance with Greenwich Insurance in the amount of \$17,549.00 effective December 31, 2023 through March 24, 2025 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.

APPROVAL – LONG TERM DISABILITY INSURANCE

Motion by Lewis, secc Bowers that as per recommendation of the Joyce Insurance, to approve the Long Term Disability Insurance with Mutual of Omaha Insurance Company in the amount of \$4,391.16 per year effective December 14, 2023 through October 1, 2025 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.

AUTHORIZATION TO ADVERTISE

Motion by Lewis, secc. Bowers to authorize advertising for the following items within the 2024 Budget:

- Police Department Patrol Office renovation
- Purchase of a Certificate of Deposit in the amount of \$5 million
- Garage Lift for vehicle repairs

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

AUTHORIZATION TO PROVIDE A PURCHASE ORDER

Motion by Lewis, secc. Bowers to authorize providing a purchase order for the following from a qualified COSTAR dealer:

- Zero turn lawn mower for the Road Department
- 2024 Ford F-250 with upfit for the Road Department
- 2024 Chevrolet Tahoe with upfit for the Police Department

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

Hanover Township
Board of Commissioners
December 13, 2023
Minutes – Page #6

APPROVAL – PAY APPLICATION NO. 4 BLUESTONE ENVIRONMENTAL

Motion by Lewis, secc. Bowers that based upon the recommendation of the Township Engineer, to approve Pay Application No. 4 from Bluestone Environmental in the amount of \$40,182.89 for the Municipal Fueling Station Project from the Capital Account. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

APPROVAL – CHANGE ORDER NO. 2 – BELLES PROPERTY MANAGEMENT LLC

Motion by Lewis, secc. Bowers that based upon the recommendation of the Township Engineer, to approve Change Order No. 2 for an increase of \$2,091.57 for the Municipal Fueling Station Project from the Capital Account. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

APPROVAL – PAY APPLICATION NO. 2 – MINICHI INC.

Motion by Lewis, secc. Bowers that based upon the recommendation of the Township Engineer, to approve Pay Application No. 2 from Minichi Inc. in the amount of \$192,105.00 for the Loomis Park Bridge Project from the Capital Account. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

APPROVAL – RATIFYING THE CHAIRMAN’S ACTION

Motion by Lewis, secc. Bowers that upon the recommendation of the Township Engineer, to ratify the Chairman’s action to sign and authorize the sewage facilities module for Tradeport 164 – Building 10. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

APPROVAL – COMMUNITY BENEFIT DONATION

Motion by Lewis, secc Krushnowski to authorize the donation of \$5,000.00 for community outreach to Hanover Township families to Fishing For a Cause charity from the Community Benefit Account. On the motion the following voted yes: Bagusky, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. Abstain: Bowers. MOTION CARRIED.

Hanover Township
Board of Commissioners
December 13, 2023
Minutes – Page #7

STATEMENT FROM THE TOWNSHIP MANAGER

On behalf of the Township Manager and Employees of Hanover Township, well wishes were extended to the Board of Commissioners and their families for a very Merry Christmas and a Happy New Year.

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