

HANOVER TOWNSHIP
BOARD OF COMMISSIONERS
MAY 10, 2023
****MINUTES****

The Hanover Township Board of Commissioners conducted a public meeting on May 10, 2023 at the Municipal Building, 1267 Sans Souci Parkway, Hanover Township, Luzerne County, Pennsylvania. The Chairman called the meeting to order at 6:38PM.

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

ABSENT: Commissioner Albert Bagusky.

Arlene Hooper Walsh, 8 East Germania Street addressed the Board regarding the usage of steps at 2 East Germania Street and the overgrown tree on the corner of Charles Street.

Matt Walsh, 8 East Germania Street addressed the Board regarding the usage of steps at 2 East Germania Street.

Alex (First Kiss Productions, LLC), 2 East Germania Street addressed the Board regarding the ownership of the property where the steps are located.

DEPARTMENT REPORTS

SECRETARY'S REPORT

Motion by Lewis, secc. Bowers that the Secretary's Report for the month of April 2023 be accepted and filed. The report indicated that Executive Session of the Board was conducted on April 12, 2023 to discuss personnel and possible litigation. On the motion the following voted yes: 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 April 2023 be accepted and filed. On the motion the following voted yes: 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 April 2023 be accepted and filed. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

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TREASURER’S REPORT

Motion by Lewis, secc. Bowers that the Treasurer’s report for the month of March 2023 be accepted and filed. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

MINUTES OF MEETING OF APRIL 12, 2023

Motion by Lewis, secc. Bowers that the minutes of the meeting of April 12, 2023 be accepted and filed. On the motion the following voted yes: 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: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

COMMUNICATIONS

Motion by Lewis, secc. Bowers that the communications for the month of April 2023 be accepted and filed. On the motion the following voted yes: 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 temporary laborers in the Public Works Department effective May 15, 2023 to June 15, 2023 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: 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 May 15, 2023 to June 15, 2023 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: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

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HIRING – TEMPORARY SUMMER EMPLOYEES

Motion by Lewis, secc. Bowers that Dylan Martinez, Connor Hummer, Todd Kolbicka and Sean Burrige be hired as temporary summer employees effective May 15, 2023 to June 15, 2023 at a rate of between \$12-\$14.50 per hour for a maximum of twenty-eight (28) hours per week, per individual. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

APPROVAL – MEMORANDUM OF UNDERSTANDING

Motion by Lewis. secc. Bowers to approve the Memorandum of Understanding with the Police Benevolent Association for the language clarification of Article I Section 5 for Field Training Officer Pay and that the Chairman is authorize to sign the agreement. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

LETTER OF RESIGNATION

Motion by Lewis, secc. Bowers to accept the letter of resignation of Hanover Township Zoning Officer Jack Varaly effective May 31, 2023. Mr. Varaly will be retained as consultant for Zoning Ordinance updates or as needed for zoning interpretation at a rate of \$150.00 per hour. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

RESOLUTION NO. 013-2023 – AMENDED 2023 SALARY AND COMPENSATION RESOLUTION

to approve Resolution No. 013-2023 as presented.

APPOINTMENT OF ZONING OFFICER

Motion by Lewis, secc. Bowers to appoint James Yurkoski as Hanover Township Zoning Officer effective June 1, 2023 as per Resolution No. 013-2023 – Amended 2023 Salary and Compensation Resolution. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

COMPLETION OF PROBATIONARY STATUS AND CONFERRING PERMANENT STATUS

Motion by Lewis. secc. Bowers that based upon the recommendation of Police Chief David Lewis, to confer permanent employment status to Police Officers Cotisha Smith and Randall Yost effective May 11, 2023. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

INVOICES – BORTON LAWSON ENGINEERING

Motion by Lewis, secc. Bowers to authorize the payment of Township Engineer Borton Lawson Invoices for the months of March and April for various projects in the amount of

\$22,409.88. These will be paid through various funds and grants including the Sewer Fee Account, Liquid Fuels Fund and Capital Fund. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko, MOTION CARRIED.

INVOICE – BHW INSPECTIONS, LLC

Motion by Lewis, secc. Bowers to approve Invoice No. 23004 in the amount of \$433.60 to BHW Inspections, LLC for plan examinations on projects within Hanover Township. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

APPROVAL – TAX REFUNDS

Motion by Lewis, secc. Bowers that upon the request of the Tax Collector, to approve the following tax refunds:

1. Jaron George in the amount of \$261.41
2. Gregorys Gonzalez in the amount of \$424.19

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

APPROVAL – INTERGOVERNMENTAL AGREEMENT

Motion by Lewis, secc. Bowers to approve the Intergovernmental Agreement with Ashley Borough for the use and administration of a \$2 million American Rescue Plan Act Grant, a \$450,000 Local Share Account Grant and a \$100,000 Small Water and Sewer Grant for the Solomons Creek Interceptor Rehabilitation Project and that the Chairman is authorized to sign the agreement. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

APPROVAL – AMERICAN RESCUE PLAN ACT GRANT REPORTING SUPPORT AGREEMENT

Motion by Lewis, secc. Bowers to approve the agreement with Hailstone Economic for support related to the federal guidelines required reporting for any of the three Hanover Township associated American Rescue Plan Act Grants from Luzerne County for sewer line plans and rehabilitation or blighted property remediation and that the Chairman is authorized to sign the agreement. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

APPROVAL – CABLE TELEVISION AND COMMUNICATIONS AGREEMENT

Motion by Lewis, secc. Bowers to TABLE the Agreement with Service Electric Cable TV & Communications to extend its franchise renewal for and additional ten years and that the Chairman is authorized to sign the agreement. On the motion to table the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis. Voting No: Andrejko. MOTION CARRIED.

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APPROVAL – PAY APPLICATION NO. 1 – BLUESTONE ENVIRONMENTAL INC.

Motion by Lewis, secc. Bowers that upon the recommendation of the Township Engineer, to approve Pay Application No. 1 in the amount of \$118,172.07 for the Municipal Fueling Station Project and that the Township Manager is authorized to seek grant reimbursement of same. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

APPROVAL – AMENDED AMOUNT FOR AGREEMENT WITH WILKES-BARRE CITY

Motion by Lewis, secc. Bowers to approve the amendment to the agreement with Wilkes-Barre City for the Letter of Map Revision for the Floodplain Review Project in the amount of \$1,600.00. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

APPROVAL – AWARD OF THE LOOMIS PARK BRIDGE RECONSTRUCTION PROJECT

Motion by Lewis, secc. Bowers to award the Loomis Park Bridge Reconstruction Project to Minichi, Inc. in the amount of \$357,000.00 and that the Chairman and Township Manager are authorized to sign any and all documents related to same. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

RESOLUTION 015-2023 KEYSTONE COMMUNITY GRANT

Motion by Lewis, secc. Bowers to approve Resolution 015-2023 as presented. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

APPROVAL – REPAYMENT OF 2023 TAX ANTICIPATION NOTE

Motion by Lewis, secc. Bowers to repay the 2023 Tax Anticipation Note to the Hanover Township Capitol Fund in the amount of \$900,000.00 with a self-funding cost savings for Hanover Township in the amount of \$10,000.00. On the motion the following voted yes: Bowers, Howanitz, Howatt, Krushnowski, Lewis, Andrejko. MOTION CARRIED.

ADJOURN

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

Jennifer Dukes, Township Secretary