

**HANOVER TOWNSHIP**  
**BOARD OF COMMISSIONERS**  
**JANUARY 10, 2024**  
**\*\*MINUTES\*\***

The Hanover Township Board of Commissioners conducted a public meeting on January 10, 2024 at the Municipal Building, 1267 Sans Souci Parkway, Hanover Township, Luzerne County, Pennsylvania. The Chairman called the meeting to order at 6:30 PM.

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

**ABSENT:** Commissioner Ronald Krushnowski.

**RECOGNITION:** The Board of Commissioners recognized the Honorable Judge Joseph A. Halesey for his 31 years of service to the people of Hanover Township.

Jamie Yourren, 18 Columbia Avenue addressed the Board regarding nuisance properties in Newtown.

Dee Perks addressed the Board regarding quality of life and nuisance property in Newtown.

**SECRETARY'S REPORT**

Motion by Lewis, secc. Bowers that the Secretary's Report for the month of December 2023 be accepted and filed. The report indicated that Executive Session of the Board was conducted on December 13, 2023 to discuss personnel and possible litigation. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Lewis, Andrejko. MOTION CARRIED.

**MANAGER'S REPORT**

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

**DEPARTMENT REPORTS**

Motion by Lewis, secc. Bowers that the reports from the Police, Road, Sewer, Fire Department, Code Enforcement Office for the month of December 2023 be accepted and filed. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Lewis, Andrejko. MOTION CARRIED.

**TREASURER'S REPORT**

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

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**MINUTES OF MEETING OF DECEMBER 13, 2023**

Motion by Lewis, secc. Bowers that the minutes of the meeting of December 13, 2023 be accepted and filed. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, 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, Lewis, Andrejko. MOTION CARRIED.

**COMMUNICATIONS**

Motion by Lewis, secc. Bowers that the communications for the month of December 2023 be accepted and filed. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Lewis, Andrejko. MOTION CARRIED.

**HIRING – TEMPORARY LABORERS**

Motion by Lewis, secc. Bowers that Edwin Murphy, Nicholas Havey, Sean Burrige, Daniel Fuller & Kyle Shamaski be hired as temporary laborers in the Public Works Department effective January 1, 2024 to February 15, 2024 at a rate of \$16.50 per hour for a maximum of twenty eight (28) hours per week. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, 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 January 1, 2024 to February 15, 2024 at a rate of \$16.50 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, Lewis, Andrejko. MOTION CARRIED.

**ACCEPT LETTER OF RESIGNATION**

Motion by Lewis, secc. Bowers to accept the Letter of Resignation from Gabe Metric effective January 14, 2024. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Lewis, Andrejko. MOTION CARRIED.

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**APPROVAL – PERMANENT STATUS**

Motion by Lewis, secc. Bowers that based upon the recommendation of Police Chief David Lewis, to confer permanent status to Jeiko Rodriguez for successful completion of the probationary period. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Lewis, Andrejko. MOTION CARRIED.

**AUTHORIZATION – SEEK INSURANCE POLICY QUOTES**

Motion by Lewis, secc. Bowers to authorize Joyce Insurance Agency to seek quotes for all insurance policies expiring in 2024 for Hanover Township. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Lewis, Andrejko. MOTION CARRIED.

**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 \$2,533.22. 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, Lewis, Andrejko. MOTION CARRIED.

**INVOICE – BHW INSPECTIONS, LLC**

Motion by Lewis, secc. Bowers to approve Invoice No. H23012 in the amount of \$1,577.74 to BHW Inspections, LLC for plan examinations on several projects within Hanover Township. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Lewis, Andrejko. MOTION CARRIED.

**INVOICE – ASHLEY BOROUGH/HAILSTONE ECONOMIC CONSULTING**

Motion by Lewis, secc. Bowers to approve payment in the amount of \$600.00 from the Sewer Fee Account to Ashley Borough for 50% of the Hailstone Economic Invoice No. 1289 for the Luzerne County ARPA Grant - Solomons Creek Interceptor Rehabilitation project within Hanover Township and Ashley Borough. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Lewis, Andrejko. MOTION CARRIED.

**INVOICE – LOWER SOUTH VALLEY COUNCIL OF GOVERNMENTS/HAILSTONE ECONOMIC CONSULTING**

Motion by to approve payment in the amount of \$923.67 from the Sewer Fee Account to the Lower South Valley Council of Governments for 33% of the Hailstone Economic Invoice No. 1291 for the Luzerne County ARPA Grant – Act 537 update project within Hanover Township, Newport Township and Nanticoke City. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Lewis, Andrejko. MOTION CARRIED.

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**APPROVAL – PAY APPLICATION NO. 2 – NEW ENTERPRISE STONE AND LIME CO.**

Motion by Lewis, secc. Bowers that upon the recommendation of the Township Engineer, to approve Pay Application No. 2 from New Enterprise Stone and Lime Co. in the amount of \$82,201.12 for the Fellow’s Avenue Trail Project. Also, that the Township Secretary is authorized to seek reimbursement through the Keystone Grant and Stormwater Municipal Fund. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Lewis, Andrejko. MOTION CARRIED.

**APPROVAL – PAY APPLICATION NO. 3 – AMERICAN ASPHALT**

Motion by Lewis, secc. Bowers that upon the recommendation of the Township Engineer, to approve Pay Application No. 3 from American Asphalt in the amount of \$59,982.05 for the Clarks Cross Road Paving Project. Also that the Township Secretary is authorized to seek reimbursement through the Stormwater Municipal Fund. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Lewis, Andrejko. MOTION CARRIED.

**APPROVAL – PAY APPLICATION NO. 4 – BELLES PROPERTY MANAGEMENT**

Motion by Lewis, secc. Bowers that upon the recommendation of the Township Engineer, to approve Pay Application No. 4 from Belles Property Management in the amount of \$16,320.26 for the Municipal Fueling Station Project. Also, that the Township Secretary is authorized to seek reimbursement through the Grant. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Lewis, Andrejko. MOTION CARRIED.

**RESOLUTION NO. 001– 2024 – PAYMENT OF BILLS**

Motion by Lewis, secc. Bowers to approve Resolution No.001-2024 for the payment of bills. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Lewis, Andrejko. MOTION CARRIED.

**RESOLUTION NO. 002– 2024 – SEWER FUND REIMBURSEMENT**

Motion by Lewis, secc. Bowers to approve Resolution No.002-2024 for reimbursement to the General Fund for expenses related to the Sewer Fund as provided in Hanover Township Ordinance No. 012-2018. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Lewis, Andrejko. MOTION CARRIED.

**AUTHORIZATION – PURCHASE OF CERTIFICATE OF DEPOSIT** to authorize

Motion by Lewis, secc. Bowers to authorize the Township Manager to purchase a 12-month Certificate of Deposit from First Keystone at a rate of 5.15%. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Lewis, Andrejko. MOTION CARRIED.

**AUTHORIZATION – ADVERTISEMENT OF 2024 BUDGET AMENDMENT**

Motion by Lewis, secc. Bowers to authorize the Township Secretary to advertise the Amended 2024 Budget. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Lewis, Andrejko. MOTION CARRIED.

**CIVIL SERVICE MEETING**

Motion by Lewis, secc. Bowers to authorize a meeting of the Hanover Township Civil Service Board to discuss two (2) vacancies in the Fire Department and authorize the Township Secretary to advertise for the same. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Lewis, Andrejko. MOTION CARRIED.

**RELEASE OF FIRE ESCROW FUNDS 103/105 REGAL STREET**

Motion by Lewis, secc. Bowers that based upon the final approval and occupancy inspection from the Code Enforcement Officer to release the Fire Escrow Funds for 103/105 Regal Street in the amount of \$22,183.83 to Maria Price and that the account be closed. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Lewis, Andrejko. MOTION CARRIED.

**CHAPTER 102 PERMIT MERICLE LOT 4A HANOVER CROSSINGS**

Motion by Lewis, secc. Bowers that based upon the recommendation of the Township Engineer to approve the Chapter 102 Permit for Mericle Lot 4A Hanover Crossings and authorize the Chairman of the Board of Commissioners to sign. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Lewis, Andrejko. MOTION CARRIED.

**PROPOSAL FROM HONDRU FORD/BRADCO SUPPLY COMPANY**

Motion by Lewis, secc. Bowers to accept the proposal from Hondru Ford/Bradco Supply Company in the amount of \$78,499.00 for a 2024 Ford F-250 with plow and spreader. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Lewis, Andrejko. MOTION CARRIED.

**ADD ON MOTION – TO ADD ITEMS TO AGENDA**

Motion by Lewis, secc. Bowers to add agenda item pertaining to resignation and to add agenda item relating to a police matter and indemnification Agreement. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Lewis, Andrejko. MOTION CARRIED.

**ADD ON MOTION – ACCEPT LETTER OF RESIGNATION**

Motion by Lewis, secc. Bowers to accept the letter of resignation from Michael Meeker effective January 15, 2024. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Lewis, Andrejko. MOTION CARRIED.

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**ADD ON MOTION – AGREEMENT WITH EARTH CONSERVANCY**

Motion by Lewis, secc. Bowers to approve the Property Access, Release & Indemnification Agreement with Earth Conservancy for utilization of land for a shooting range. On the motion the following voted yes: Bagusky, Bowers, Howanitz, Howatt, Lewis, Andrejko. MOTION CARRIED.

**ADJOURN**

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

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Jennifer Dukes, Secretary