

HANOVER TOWNSHIP
BOARD OF COMMISSIONERS
NOVEMBER 13, 2017
****MINUTES****

The Hanover Township Board of Commissioners conducted a meeting on November 13, 2017 at the Municipal Building, 1267 Sans Souci Parkway, Hanover Township, Luzerne County, Pennsylvania. The Chairman called the meeting to order at 7:00PM.

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

MOMENT OF SILENCE – OBSERVANCE OF VETERAN’S DAY

We take a moment of silence for our veteran soldiers but not only those who have fought in the past...but to those who are today risking their lives for the sake of freedom. Let us pray for our young men and women in uniform. Let us ask for their safe return and for those who will never return and those not yet accounted for...grant them peace. And, for those who fall and have fallen, let their efforts not be in vein. Let us pray for the families whose sons and daughters are overseas as well as those who may be called upon to defend our freedoms. God Bless America.

LETTERS OF RECOGNITION - Fireman Tyler Gavlick & Apparatus Driver Ronald Priestman

Ryan Kane, 189 Phillips Street addressed the Board regarding requirements for his Boy Scout Merit Badge.

Josie Fox addressed the Board regarding DMS Shredding.

Connie Hartman addressed the Board regarding DMS Shredding.

LeeAnn Wallace, 543 Plymouth Street addressed the Board regarding DMS Shredding.

Carolyn Kotch, 302 Colley Street addressed the Board regarding DMS Shredding.

Agnes Glodeck, 573 Plymouth Street addressed the Board regarding DMS Shredding.

Andrew Kovalowski, 540-542 Wilkes Barre Street addressed the Board regarding DMS Shredding.

DEPARTMENT REPORTS

SECRETARY'S REPORT

Motion Andrejko, secc. Davis that the Secretary's Report for the month of October 2017 be accepted and filed. The report indicated that Executive Sessions of the Board were conducted on October 2, 2017 and October 11, 2017 to discuss personnel and possible litigation. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

MANAGER'S REPORT

Motion by Andrejko, secc. Davis that the Manager's Report for the month of October 2017 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

DEPARTMENT REPORTS

Motion by Andrejko, secc. Davis that the reports from the Police, Road, Sewer, Fire Department, Code Enforcement Office and Health Officer for the month of October 2017 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

TREASURER'S REPORT

Motion by Andrejko, secc. Davis that the Treasurer's report for the month of October 2017 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

MINUTES OF MEETING OF OCTOBER 11, 2017

Motion by Andrejko, secc. Davis that the minutes of the meeting of October 11, 2017 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

LIST OF BILLS

Motion by Andrejko, secc. Davis that the list of bills for the month of October 2017 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

PRIOR APPROVAL OF BILLS

Motion by Andrejko, secc. Davis that the proper officers are authorized to pay payroll and those bills at a discount or that accrue a penalty between meetings. Bills paid by this procedure will be presented at the next meeting. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

COMMUNICATIONS

Motion by Andrejko, secc. Davis that the communications for the month of October 2017 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

HIRING – TEMPORARY LABORERS

Motion by Andrejko, secc. Davis that Mike Graboske, Ben Hultz, Dillon Ropetski, Marc McEvoy, Richard Colarusso, Patrick Wallace & Thomas Tryba be hired as a temporary laborer in the Public Works Department effective November 15, 2017 to December 14, 2017 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, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

HIRING – TEMPORARY FIRE TRUCK DRIVERS

Motion by Lewis, secc. Krushnowski that Raymond Masher, John Marczak, Dwayne Taggart, Joseph Temarantz, Dan Wegrzynowicz, Robert Williams, John Engleman, Sean Reilly, Bill McDaniels and Dan Harkenreader be hired as temporary as needed drivers in the Hanover Township Fire Department at Stations #2, #5 and #6 effective November 15, 2017 to December 14, 2017 at a rate of \$12.00 per hour for a maximum of twenty (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, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

HIRING – CROSSING GUARD

Motion by Lewis. secc. Krushnowski that Craig Roberts be hired as a School Crossing Guard at a rate per the 2017 Salary & Compensation Resolution. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

RESOLUTION NO 020 – 2018 PROPOSED BUDGET

Motion by Lewis. secc Krushnowski that the following Resolution be approved:
Whereas, the proposed budget for the Township of Hanover has been prepared of all funds, NOW, THEREFORE, BE IT RESOLVED:

1. That the proposed budget as submitted is hereby approved for the fiscal year 2018.
2. That the same be and is placed and made available for public inspection at the Office of the Township Secretary, Municipal Building, 1267 Sans Souci Parkway, Hanover Township, Luzerne County, Pennsylvania.
3. That the Township Secretary is hereby authorized to give public notice in a newspaper of general circulation as provided by law.

4. That the Township Commissioners after making such revisions and changes therein as advisable, adopt the final budget at a meeting to be held on December 13, 2017 at 7:00 pm, prevailing time.

5. The Millage rate shall be established at five point five (5.5) mills general taxation. Now, THEREFORE, BE IT RESOLVED this 13th day of November 2017. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

AUDIT SERVICES FOR 2018

Motion by Lewis, secc. Krushnowski to accept the proposal from Baker Tilly Virchow Krause, LLP to provide professional audit services for the calendar year, including the DCED Report, ending December 31, 2017 at a fee of \$19,000.00 including out of pocket expenses and \$5,760.00 to help the budget assistant in closing the books for the township on a monthly basis be approved and the Chairman & Township Manager be and is authorized to sign the letter of engagement on behalf of the Board. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

AUTHORIZATION TO SEEK QUOTES – 6 MONTH CERTIFICATE OF DEPOSIT

Motion by Lewis, secc. Krushnowski that the Township Secretary be and is hereby authorized to solicit quotes for a 6 month certificate of deposit in the amount of \$300,000 for the 2018 Minimum Municipal Obligation for pensions and present the sealed quotes to the Board to be opened at the December 4, 2017 work session. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

AUTHORIZATION TO REQUEST QUOTES – 2018 TAX & REVENUE ANTICIPATION NOTE

Motion by Lewis, secc. Krushnowski that the Township Secretary be and is authorized to solicit quotes for a Tax and Revenue Anticipation Note for the year 2018 in the amount of \$900,000.00 for cash flow purposes and present the sealed quotes to the Board to be opened at the December 4, 2017 Work Session. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

AUTHORIZATION TO SEEK QUOTES – CAPITAL FUND CHECKING ACCOUNT

Motion by Lewis, secc. Krushnowski that the Township Secretary be and is hereby authorized to solicit quotes for a checking account for Capital Funds and present the sealed quotes to the Board to be opened at the December 4, 2017 work session. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

INVOICES – BORTON LAWSON ENGINEERING

Motion by Howatt, secc. Andrejko to authorize the payment of Township Engineer Borton Lawson Invoices referenced as 2017 – 36, 37, 38, 39, 40, 41 and 42 for various projects including General Engineering Services, Street paving, LSA Grants and other projects in the amount of \$11,189.33. These will be paid through various funds and grants including from the Sewer Fee Account. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

APPROVAL - MUNICIPAL TAX REFUND

Motion by Howatt, secc. Andrejko that based upon the recommendation of the Tax Collector, to approve a municipal tax refund of \$299.91 to Paul Miller, 1255 Laurel Run Road. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

RATIFICATION OF CHAIRMANS ACTION: APPROVAL OF CHANGE ORDER NO. 4

Motion by Howatt, secc. Andrejko that based upon the recommendation of the project architect and as required by USDA, to approve Change Order No. 4 for the substantial completion date of the new Fire Headquarters to be on 10-31-2017 and that the Chairman can sign all documents and the zero cost item be submitted to the USDA for approval. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

RATIFICATION OF CHAIRMAN'S ACTION: APPROVAL OF CHANGE ORDER NO. 5

Motion by Howatt, secc. Andrejko to ratify the action of the Chairman to authorize Change Order No. 5 for the new Fire Headquarters for Epoxy Flooring and that the Chairman be authorized to sign all documents and it be submitted to the USDA for approval to pay the invoice in the amount of \$27,130.00 from the Firehouse Construction Account. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

AUTHORIZATION – USE OF MUNICIPAL BUILDING

Motion by Howatt, secc. Andrejko to authorize Allenberry Townhomes Association to use the municipal building on November 14, 2017 for an association meeting. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

AUTHORIZATION TO ADVERTISE – 2018 ORDINANCES

Motion by Bowers, secc. Lewis to authorize the Township Secretary to advertise the following ordinances – Appropriation of the 2018 Budget, Fixing the Tax Rate at 5.5 mills, Transfer of Real Estate Tax, Earned Income Tax, Mercantile & Business Privilege Tax and Local Service Tax. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

AUTHORIZATION TO PROCEED – CIVIL PROCESS 13 PHILLIPS STREET

Motion by Bowers, secc. Lewis to authorize the Township Solicitor and Code Enforcement Officer to proceed with any civil process filings necessary to mitigate all issues, including demolition, at 13 Phillips Street. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

APPROVAL OF CHANGE IN SCOPE OF PROJECT – LSA SEWER GRANTS & SMALL WATER and SEWER GRANT

Motion by Bowers, secc. Lewis that based upon the recommendation of the Township Engineer, to submit a change in scope to the all grants to DCED related to the Solomon's Creek Interceptor. This change in scope includes transitioning the funds from full restoration and replacement to lining where adequate to rehabilitate more linear feet. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

APPROVAL – SPRING STREET PAVING CHANGE ORDER NO. 1

Motion by Bowers, secc. Lewis that based upon the recommendation of the Township Engineer, to approve Change Order No. 1 in the amount of (-\$5,329.00). On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

APPROVAL – SPRING STREET PAVING PAY APPLICATION

Motion by Bowers, secc. Lewis that based upon the recommendation of the Township Engineer, to approve Pay Application No 1 in the amount of \$52,171.00. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

Hanover Township
Board of Commissioners
November 13, 2017
Minutes – Page #7

PAYMENT APPLICATION FOR MEDICO INDUSTRIES – ARC ELECTRIC CONSTRUCTION COMPANY

Motion by Davis, secc. Bowers that based upon the recommendation of the Township Engineer, that Medico Industries is authorized to pay Arc Electric Construction and seek reimbursement from DCED, through the Township Manager, of Pay Application No. 3 for Arc Electric Construction Company in the amount of \$82,447.92. This is for work related to the LSA Grant for Press Line #4. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

PAYMENT OF INVOICE – #2854 PANZITTA ENTERPRISES, INC.

Motion by Davis, secc. Lewis that based upon the recommendation of the Township Engineer, that Medico Industries is authorized to pay Invoice #2854 from Panzitta Enterprises, Inc. and seek reimbursement from DCED, through the Township Manager, in the amount of \$32,360.00. This is for work related to the LSA Grant for Press Line #4. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

APPROVAL – STORMWATER OPERATION AND MANAGEMENT AGREEMENT

Motion by Davis, secc. Lewis that based upon the recommendation of the Township Engineer, to approve the stormwater operation and management agreement with NPD Management LLC and that the chairman is authorized to sign all documents of the agreement. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

AUTHORIZATION TO PURCHASE – PORTABLE FLOW METERS

Motion by Davis, secc. Lewis based upon the recommendation of Township Engineer, to authorize the Township Manager to purchase three (3) portable flow meters from Hach Company, Costars Contract No. 376162 in the amount of \$19,030.00. This will be funded by the Sewer Fee Account. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Krushnowski, Lewis, Bagusky. MOTION CARRIED.

ADD ON MOTION – SALE OF VEHICLES

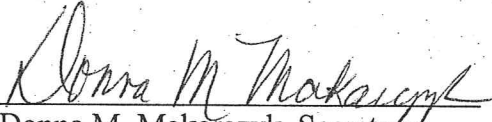
Motion by Davis, secc. Lewis the sale of the following vehicles the high bid of:

- 1 - 2001 Ford Crown Victoria \$375 to Sager's.
- 1 - 2005 Crown Ford Victoria \$695.00 to Dr. Joseph Janowski.
- 1 - 2008 Ford Crown Victoria \$695.00 to Dr. Joseph Janowski.
- 1 - 2010 Dodge Charger \$3751.00 to Reilly Finishing.
- 1 - 1981 GMC 5 Ton Dump Truck \$100.00 to Sager's.

Hanover Township
Board of Commissioners
October 11, 2017
Minutes – Page #8

ADJOURNMENT

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


Donna M. Makarczyk, Secretary