

**HANOVER TOWNSHIP**  
**BOARD OF COMMISSIONERS**

**MAY 9, 2016**

**\*\*MINUTES\*\***

The Hanover Township Board of Commissioners conducted a public meeting on May 9, 2016 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 George Andrejko, George Bowers, Russell Davis, William Howatt, Jeffrey Lewis, Albert Bagusky.

**ABSENT:** Commissioner Michael Mazur.

**PROCLAMATION & RECOGNITION-** Eileen Valunas

**PROCLAMATION & RECOGNITION -** William Reddick

Carolyn Kowalski, Keystone Road addressed the Board regarding a cat problem.

**DEPARTMENT REPORTS**

**SECRETARY'S REPORT**

Motion by Andrejko, secc. Davis that the Secretary's Report for the month of April 2016 be accepted and filed. The report indicated that Executive Sessions of the Board were conducted on April 4, 2016 and April 11, 2016 to discuss personnel and possible litigation. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**MANAGER'S REPORT**

Motion by Andrejko, secc. Davis that the Manager's Report for the month of April 2016 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, 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 April 2016 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**TREASURER'S REPORT**

Motion by Andrejko, secc. Davis that the Treasurer's report for the month of April 2016 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

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### **MINUTES OF MEETING OF APRIL 11, 2016**

Motion by Andrejko, secc. Davis that the minutes of the meeting of April 11, 2016 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

### **LIST OF BILLS**

Motion by Andrejko, secc. Davis that the list of bills for the month of April 2016 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, 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, Lewis, Bagusky. MOTION CARRIED.

### **COMMUNICATIONS**

Motion by Andrejko, secc. Davis that the communications for the month of April 2016 be accepted and filed. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, 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 May 15, 2016 to June 15, 2016 at a rate of \$10.00 per hour for a maximum of twenty eight (28) hours per week. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

### **HIRING – TEMPORARY FIRE TRUCK DRIVERS**

Motion by Andrejko, secc. Davis that Raymond Masher, John Marczak, Dwayne Taggart, Joseph Temerantz, Chris Weaver, Dan Wegrzynowicz, Robert Williams, John Engleman and Sean Reilly be hired as temporary as needed drivers in the Hanover Township Fire Department at Stations #2, #5 and #6 effective May 15, 2016 to June 15, 2016 at a rate of \$10.00 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, Lewis, Bagusky. MOTION CARRIED.

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**HIRING – SUMMER LABORERS**

Motion Bowers, secc. Davis that Eric Prozeralik, Anthony Marcincavage, Jacob Barber, Jack Windt, John Yurkoski, Anthony Eck and Matthew Kuhl be hired as a temporary summer laborer in the Public Works Department effective May 31, 2016 to June 15, 2016 at a rate of \$8.50 per hour for a maximum of twenty eight (28) hours per week. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**RESOLUTION NO. 005-2016 - AMENDED 2016 SALARY AND COMPENSATION RESOLUTION**

Motion by Bowers, secc. Davis that Resolution No. 005-2016 – Amended 2016 Salary and Compensation Resolution be approved and accepted as presented to include adding a Zoning Officer at \$6000.00 per year. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**HIRING – ZONING OFFICER**

Motion by Bowers, secc. Davis that Rick Hummer be hired as Zoning Officer for Hanover Township effective at a salary as per the Amended 2016 Salary and Compensation Resolution. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**HIRING – CLERK/BOOKKEEPER & BUDGET ASSISTANT**

Motion by Bowers, secc. Davis that Jennifer Dukes be hired as Clerk/Bookkeeper & Budget Assistant for Hanover Township at a salary as per the 2015 MOU with AFSCME and the Amended 2016 Salary and Compensation Resolution. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**AUTHORIZATION – SANITARY SEWER COMPLIANCE OFFICER**

Motion by Bowers, secc. Davis that the Township Manager be and is hereby authorized to finalize the job description and duly advertise for the position of Township Sanitary Sewer Compliance Officer and further move to authorize the Solicitor and he is hereby authorized to draft the appropriate Resolution providing for the creation of said management position. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**APPROVAL – PERMANENT STATUS FOR POLICE OFFICER**

Motion by Bowers, secc. Davis that based on the recommendation of the Chief of Police, to move Officer Richard Address from probationary status to permanent status effective May 19, 2016. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

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**TERMINATION – ROAD DEPARTMENT EMPLOYEE**

Motion by Bowers, secc. Davis to ratify the termination of John Yodsnukis effective April 30, 2016 according to the April 11, 2016 meeting action regarding the same. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**AUTHORIZATION – PAYMENT OF LUZERNE COUNTY INVOICE**

Motion by Bower, secc. Davis to approve the payment of \$3,563.60 to Luzerne County for the printing and mailing of the 2016 municipal tax bills. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**AUTHORIZATION – POLICE SERVICES AND GARBAGE TRUCK USE**

Motion by Bowers, secc. Davis that the request from Exaltation of the Holy Cross Church, 420 Main Road, Hanover Township for Police Services and the use of a garbage packer for a fund raiser on May 28, July 15, 16, and 17, 2016 be approved. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**AUTHORIZATION – PAYMENT OF WYOMING VALLEY SANITARY AUTHORITY INVOICE**

Motion by Bowers, secc. Davis to approve the payment of \$1,972.12 to the Wyoming Valley Sanitary Authority for Sewer Fee billing services. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**AUTHORIZATION – STREET LIGHT REQUESTS**

Motion by Bowers, secc. Davis to authorize the Township Manager to request street light placement on Strand Street and the corner of Marcy Court/Ridge Street and that the Township Manager be and is hereby authorized to sign all documents necessary. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**LED STREET LIGHT CONVERSION**

Motion by Bowers, secc. Davis to authorize the Township Manager to initiate the conversion of the street lights to LED lighting with both UGI and PPL Utility Services and that the Township Manager is hereby authorized to sign all documents related to the conversion. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

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**APPROVAL OF PAYMENT – REILLY & ASSOCIATES**

Motion by Howatt, secc. Davis to approve the payment of \$3,750.00 to Reilly & Associates for Engineering work related with the new firehouse project. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**LSA GRANT EXTENSIONS- HANOVER TOWNSHIP SEWER & MEDICO**

Motion by Howatt, secc. Davis to authorize the Twp. Manager to send a request for extensions to the Department of Community and Economic Development for the Hanover Township Sewer LSA Grant Contract # C000061940 and Medico LSA Grant Contract #C000062011A. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**APPROVAL OF EMERGENCY WORK INVOICE – RUTTER STREET SEWER LINE REPAIR**

Motion by Howatt, secc. Davis that based on the recommendation of the Township Engineer, that the invoice from Ed Krasavage Construction in the amount of \$26,604.00 for emergency sewer repair work on Rutter Street be approved for payment from the Sewer Fee Account. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**REQUEST FOR SEWER REPAIR REIMBURSEMENT – WYOMING VALLEY SANITARY AUTHORITY**

Motion by Howatt, secc. Davis to authorize the Township Manager to request the yearly reimbursement of \$25,000 for sewer work from the Wyoming Valley Sanitary Authority related to the emergency work completed on Rutter Street. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**RESOLUTION NO. 004-2016 – DISPOSITION OF ABANDONED PROPERTY**

Motion by Howatt, secc. Davis to approve Resolution 004-2016 for the donation of nine abandoned bicycles to Community Family Services as presented. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**ORDINANCE NO. 005-2016 – AUTHORIZING WATER SHUT OFF FOR DELINQUENT SEWER FEE ACCOUNTS**

Motion by Howatt, secc. Davis to approve Ordinance 005-2016 for the authorization of water shut off for delinquent sewer fees as presented. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

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**WATER SHUT OFF AGREEMENTS – WYOMING VALLEY SANITARY AUTHORITY AND PA AMERICAN WATER COMPANY**

Motion by Lewis, secc. Davis to approve the agreement with the Wyoming Valley Sanitary Authority for water shut off services and the agreement with PA American Water Company for standard shut off of water for delinquent Sewer Fee Accounts and that the Chairman is hereby authorized to sign all documents. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**NEW FIREHOUSE – CONTRACT NO. 1: GENERAL CONSTRUCTION**

Motion by Lewis, secc. Bowers that based upon the recommendation of the project Architect and Engineer Quad III Group, to award Contract No. 1 for General Construction of the new firehouse to Champion Builders in the amount of \$1,321,793.00 and that the Chairman is authorized to sign all documents and the project can commence contingent upon USDA approval. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**NEW FIREHOUSE – CONTRACT NO. 2: HVAC CONSTRUCTION**

Motion by Lewis, secc. Bowers that based upon the recommendation of the project Architect and Engineer Quad III Group, to award Contract No. 2 for HVAC Construction of the new firehouse to Marx Sheet Metal & Mechanical in the amount of \$244,784.00 and that the Chairman is authorized to sign all documents and the project can commence contingent upon USDA approval. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**NEW FIREHOUSE – CONTRACT NO. 3: PLUMBING CONSTRUCTION**

Motion by Lewis, secc. Bowers that based upon the recommendation of the project Architect and Engineer Quad III Group, to award Contract No. 3 for Plumbing Construction of the new firehouse to Don Cooper Plumbing & Heating in the amount of \$204,700.00 and that the Chairman is authorized to sign all documents and the project can commence contingent upon USDA approval. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**NEW FIREHOUSE – CONTRACT NO. 4: ELECTRICAL CONSTRUCTION**

Motion by Lewis, secc. Bowers that based upon the recommendation of the project Architect and Engineer Quad III Group, to award Contract No. 4 for Electrical Construction of the new firehouse to G.R Noto in the amount of \$272,000.00 and that the Chairman is authorized to sign all documents and the project can commence contingent upon USDA approval. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

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**NEW FIREHOUSE – CONTRACT NO. 5: SITEWORK CONSTRUCTION**

Motion by Lewis, secc. Bowers that based upon the recommendation of the project Architect and Engineer Quad III Group, to award Contract No. 5 for Sitework Construction of the new firehouse to Brdaric Excavating Inc. in the amount of \$699,745.00 and that the Chairman is authorized to sign all documents and the project can commence contingent upon USDA approval. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**AUTHORIZATION - PLAYGROUND EQUIPMENT PURCHASE**

Motion by Lewis, secc. Bowers to authorize the Township Manager to utilize the remaining \$57,850.00 of Playground Grant Funds for the purchase of equipment and court restoration from COSTARS Contracts for Hanover Township Parks. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**RATIFYING TOWNSHIP MANAGER’S EXECUTION OF EMERGENCY  
RIGHT OF ENTRY AND SEWER REPAIR AGREEMENT FOR 28 KEITH  
STREET**

Motion by Lewis, secc. Bowers that the Board ratify the Township Manager’s execution of the Right of Entry and Sanitary Sewer Repair Agreement with the owners of 28 Keith Street, Hanover Township dated April 20, 2016 due to the emergency nature of the sanitary sewer main blockage there being no time for formal Board action and the same is hereby authorized and approved. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

Motion by Lewis, secc. Bowers that based upon the recommendation of the Township Engineer to award Pennsy Supply, the road restoration of First Street at a cost of \$97,480.00. Plus add alternate #2 at a cost of \$24,100.00 contingent upon the review of the Solicitor on or before May 20, 2016. On the motion the following voted yes: Andrejko, Bowers, Davis, Howatt, Lewis, Bagusky. MOTION CARRIED.

**ADJOURNMENT**

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

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Donna M. Makarczyk, Secretary