

**HANOVER TOWNSHIP**  
**BOARD OF COMMISSIONERS**  
**FEBRUARY 12, 2018**  
**\*\*AGENDA\*\***

The Hanover Township Board of Commissioners conducted a public meeting on February 12, 2018 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, Albert Bagusky, George Bowers, William Howatt, Ronald Krushnowski, Jeffrey Lewis, Russell Davis.

**RECOGNITION – CHRIS HALECKI - FIRE DEPARTMENT/EMT**

**DEPARTMENT REPORTS**

**SECRETARY'S REPORT**

Motion by Andrejko, secc. Lewis that the Secretary's Report for the month of January 2018 be accepted and filed. The report indicated that Executive Sessions of the Board were conducted on January 3, 2018 and January 8, 2018 to discuss personnel and possible litigation. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**MANAGER'S REPORT**

Motion by Andrejko, secc. Lewis that the Manager's Report for the month of January 2018 be accepted and filed. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**DEPARTMENT REPORTS**

Motion by Andrejko, secc. Lewis that the reports from the Police, Road, Sewer, Fire Department, Code Enforcement Office and Health Officer for the month of January 2018 be accepted and filed. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**TREASURER'S REPORT**

Motion by Andrejko, secc. Lewis that the Treasurer's report for the month of January 2018 be accepted and filed. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**MINUTES OF MEETING OF JANUARY 8 AND FEBRUARY 2018**

Motion by Andrejko, secc. Lewis that the minutes of the meeting of January 8, 2018 be accepted and filed. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

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### **LIST OF BILLS**

Motion by Andrejko, secc. Lewis that the list of bills for the month of January 2018 be accepted and filed. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

### **PRIOR APPROVAL OF BILLS**

Motion by Andrejko, secc. Lewis 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, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

### **COMMUNICATIONS**

Motion by Andrejko, secc. Lewis that the communications for the month of January 2018 be accepted and filed. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

### **HIRING – TEMPORARY LABORERS**

Motion by Andrejko, secc. Lewis that Ben Hultz, Dillon Ropetski, Marc McEvoy, Richard Colarusso, Patrick Wallace & Thomas Tryba be hired as a temporary laborer in the Public Works Department effective February 14, 2018 to March 15, 2018 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, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

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

Motion by Lewis, secc. Krushnowski that Raymond Masher, John Marczak, Dwayne Taggart, 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 the North Station, South Station and Headquarters effective February 14, 2018 to March 15, 2018 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, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

### **RETIREMENT**

Motion by Lewis, secc. Krushnowski to accept the notice of retirement from Michael R. Welebob effective February 23, 2018. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**AUTHORIZATION TO ATTEND TRAINING – NARCOTICS TRAINING**

Motion by Lewis, secc. Krushnowski that the request of Police Chief Albert Walker for authorization of Officer Mark Stefanowicz to attend the 2018 Pennsylvania Narcotic Officers Association Training Convention from April 4, 2018 to April 9, 2018 in Harrisburg, Penna. for a total cost of \$418.00, be approved. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**AUTHORIZATION TO ATTEND TRAINING – ACCREDITATION COMMISSION**

Motion by Lewis, secc. Krushnowski that the request of Police Chief Albert Walker for authorization of Officer Ryan Cywinski to attend the 14<sup>th</sup> Annual Training Conference, of the Pennsylvania Chiefs of Police Association Law Enforcement Accreditation Commission from March 26, 2018 to March 28, 2017 in Harrisburg Penna. for a total cost of \$288.70, be approved. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**DESIGNATION OF AUTHORIZED SIGNER'S CERTIFICATE FOR PLAN TRUSTEES**

Motion by Lewis, secc. Krushnowski that for the ASCO Financial Group Inc. / AFG Pension Administration the following individuals are authorized to execute on behalf of the Hanover Township Police Pension Plan any certificate or other written direction pertaining to the pension plan, its trust and its investment accounts in accordance with the plan document/ordinance adopted by the governing body of the Township of Hanover:

Chief Albert Walker, Trustee

Sgt. Dean Stair, Trustee

Donna M. Makarczyk, Township Secretary

Russell P. Davis, Chairman, Board of Commissioners

Samuel T. Guesto, Jr., Township Manager, Chief Administrative Officer

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

**DESIGNATION OF AUTHORIZED SIGNER'S CERTIFICATE FOR PLAN TRUSTEES**

Motion by Lewis, secc. Krushnowski that for the ASCO Financial Group Inc. / AFG Pension Administration the following individuals are authorized to execute on behalf of the Hanover Township Non- uniformed Pension Plan any certificate or other written direction pertaining to the pension plan, its trust and its investment accounts in accordance with the plan document/ordinance adopted by the governing body of the Township of Hanover:

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Edward Zwiebel, Trustee  
Donna M. Makarczyk, Township Secretary  
Russell P. Davis, Chairman, Board of Commissioners  
Samuel T. Guesto, Jr., Township Manager, Chief Administrative Officer  
On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt,  
Krushnowski, Lewis, Davis. MOTION CARRIED.

**AUTHORIZATION FOR SALT CONTRACT**

Motion by Lewis, secc. Krushnowski to authorize the Township Manager to submit the Department of General Services Salt Contract Participation Agreement to provide Hanover Township 900 tons of road salt under state Contract for the August 2018 thru July 2019 Season. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**AUTHORIZATION – SURVEYING OF PROPERTY**

Motion by Howatt, secc. Andrejko to authorize the Township Engineer to survey property lines adjacent to the Township Municipal Building. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**AUTHORIZATION – ADVERTISING FOR BIDS FOR PAVING OF ROADS**

Motion by Howatt, secc. Andrejko to authorize the Township Engineer to prepare and the Township Secretary to publish an advertisement seeking bids for paving of the following roads: Garrahan Street, Scureman Street, Regal Street, Spring Street, David Road and Shawnee Street. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**INVOICES – BORTON LAWSON ENGINEERING**

Motion by Howatt, secc. Andrejko to authorize the payment of Township Engineer Borton Lawson Invoices referenced as 2018 – 01, 02, 03 and 04 for various projects including General Engineering Services, Stormwater drain project, LSA Grants and other projects in the amount of \$8,897.50. These will be paid through various funds and grants including from the Sewer Fee Account. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**INVOICE – BHW INSPECTIONS, LLC**

Motion by Howatt, secc. Andrejko to approve Invoice No. H18001 in the amount of \$3,837.00 to BHW Inspections, LLC for plan examinations on several projects within Hanover Township. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

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**INVOICE – ROBERT DAVISON, ESQUIRE**

Motion by Howatt, secc. Lewis to approve the invoice from Robert Davison, Esquire in the amount of \$5,920.00 for professional services rendered. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**INVOICE – HACH COMPANY**

Motion by Bowers, secc. Krushnowski to approve the invoice from HACH Company in the amount of \$18,946.04 through COSTARS contract number 376162 for flow meters and it to be paid by the Sewer Fee Account. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**INVOICE – WYOMING VALLEY SANITARY AUTHORITY**

Motion by Bowers, secc. Krushnowski to approve the invoice from Wyoming Valley Sanitary Authority in the amount of \$2,310.49 for billing services and it to be paid by the Sewer Fee Account. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**AUTHORIZATION – WAIVER OF FEES**

Motion by Bowers, secc. Krushnowski to authorize the waiver of all Township fees related to the Hanover Township Community Ambulance Association new facility project. The property is leased from Hanover Township and the facility will allow for certain Township use. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**APPROVAL OF TAX REFUND**

Motion by Bowers, secc. Krushnowski that upon the request of the Tax Collector, to approve a tax refund in the amount of \$11.50 to John Woods, 211 Greystone Drive, Shavertown PA. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**AUTHORIZATION TO ATTEND TRAINING – FIRE ACADEMY ARSON TRAINING**

Motion by Bowers, secc. Krushnowski to authorize Fire Chief Joseph Tamarantz to attend the Fire Academy Arson Training Conference at a cost of \$500.00. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

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**PAYMENT APPLICATION – AR POPPLE CONSTRUCTION, INC.**

Motion by Bowers, secc. that based upon the recommendation of the Township Engineer, to approve payment application No. 2 from AR Popple Construction, Inc. in the amount of \$7,250.00 for the Knox Street Storm Pipe Replacement Project. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**PAYMENT APPLICATION FOR MEDICO INDUSTRIES – ARC ELECTRIC CONSTRUCTION COMPANY**

Motion by Bowers, secc. Krushnowski 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. 4 for Arc Electric Construction Company in the amount of \$33,261.10. This is for work related to the LSA Grant for Press Line #4. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**AUTHORIZATION LEASE/PURCHASE POLICE VEHICLE**

Motion by Bowers, secc. Krushnowski that as per the request of the Chief of Police Al Walker approval be granted for the lease to purchase of one (1) 2108 Police Interceptor AWD from Koch Ford, Easton PA at a cost of \$40,817.97 through Koch 33 Municipal Finance and that the Chairman be and is authorized to sign all documents. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**APPOINTMENT – ZONING HEARING BOARD**

Motion by Bowers, secc. Krushnowski to appoint Joseph F. Prato to the Zoning Hearing Board effective January 1, 2018 to December 31, 2021 as per the 2018 Salary & Compensation Resolution. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**APPOINTMENT – PLANNING COMMISSION**

Motion by Bowers, secc. Krushnowski to appoint Vilas K. Shook to the Planning Commission effective January 1, 2018 to December 31, 2020 as per the 2018 Salary & Compensation Resolution. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

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**APPOINTMENT – PLANNING COMMISSION**

Motion by Bowers, secc. Krushnowski to appoint David S. Bienias to the Planning Commission effective January 1, 2018 to December 31, 2020 as per the 2018 Salary & Compensation Resolution. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**ADD ON MOTION - Municipal Buildings & Catch Basin Repair/ Working Foreman**

Motion by Lewis, secc. Krushnowski that Adam Andrejko be reclassified from a laborer in the Public Works Department to Working Foreman in the Public Works Department effective February 13, 2018 at a Salary per the 2018 Salary and Compensation Resolution. On the motion the following voted yes: Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. Abstain: Andrejko. MOTION CARRIED.

**ADD ON MOTION - Heavy Equipment and Vehicle Repair/Maintenance Working Foreman**

Motion by Lewis, secc. Krushnowski that Michael Yodsnukis be reclassified from a laborer in the Public Works Department to Working Foreman in the Public Works Department effective February 13, 2018 at a Salary per the 2018 Salary and Compensation Resolution. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**ADD ON MOTION - Subdivision and Land Development Ordinance - Planning Fees**

Motion by Lewis, secc. Krushnowski to accept the Hanover Township Planning Commission's fee schedule recommendations for the new Subdivision and Land Development Ordinance as set in Ordinance 003-2018. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

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Donna M. Makarczyk, Secretary