

**HANOVER TOWNSHIP**  
**BOARD OF COMMISSIONERS**  
**OCTOBER 10, 2018**  
**\*\*MINUTES\*\***

The Hanover Township Board of Commissioners conducted a public meeting on October 10, 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 Albert Bagusky, George Bowers, William Howatt, Ronald Krushnowski, Jeffrey Lewis, Russell Davis.

**ABSENT:** Commissioner George Andrejko.

**STATEMENT BY THE CHAIRMAN**

We take time tonight to recognize the month of October as First Responders Month and we want to express our gratitude to our emergency services personnel for their devotion to providing the best services to the community. To the Police Department for their dedication and excellent service in utilization of their skills and training to serve and protect the community in general and the residents of Hanover Township in particular. To the devoted Fire Department including the volunteer firefighters, officers, fire truck drivers and auxiliary personnel in appreciation for their dedicated and progressive efforts in protecting the lives and possessions of the residents of the community. To the officers and members of the Hanover Township Community Ambulance Association Inc. in recognition of their dedication by continually providing a high standard of care and compassion in providing life sustaining and lifesaving services to the community. We, the Board of Commissioners hereby acknowledge and proclaim the gratitude of ourselves and the people of Hanover Township to all these fine individuals for a job well done each and every day of the year.

**ANNOUNCEMENT**

On October 31, 2018 a Halloween Party for the Children of Hanover Township will be held at the Municipal Building from 3:00 pm to 5:00 pm. All Children in costume will receive a bag of candy. Cost of the Children's Halloween Party is paid by the Commissioners.

Mason Bagusky, Boy Scouts Troop 43 addressed the Board regarding his Eagle Project.

Tom Rusak, 87 East Newport Street, Newtown addressed the Board regarding speeders on his street & un-kept properties.

## **DEPARTMENT REPORTS**

### **SECRETARY'S REPORT**

Motion by Howatt, secc. Lewis that the Secretary's Report for the month of September 2018 be accepted and filed. The report indicated that Executive Sessions of the Board were conducted on September 5, 2018 and September 10, 2018 to discuss personnel and possible litigation. On the motion the following voted yes: Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

### **MANAGER'S REPORT**

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

### **DEPARTMENT REPORTS**

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

### **MINUTES OF MEETING OF SEPTEMBER 5 & 10, 2018**

Motion by Howatt, secc. Lewis that the minutes of the meeting of September 10, 2018 be accepted and filed. On the motion the following voted yes: Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

### **LIST OF BILLS**

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

### **PRIOR APPROVAL OF BILLS**

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

### **COMMUNICATIONS**

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

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**HIRING – TEMPORARY LABORERS**

Motion by Lewis, secc. Krushnowski that Marc McEvoy, Patrick Wallace, Thomas Tryba, Jerry Dunn & Mike Welebob be hired as a temporary laborer in the Public Works Department effective October 13, 2018 to November 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: Bagusky, Howatt, Krushnowski, Lewis, Davis. Abstain: Bowers. 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 October 13, 2018 to November 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: Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**AUDITOR GENERAL – 2018 ALLOCATION – VOLUNTEER FIRE RELIEF ASSOCIATION**

Motion by Lewis, secc. Krushnowski that in accordance with the statutes of Act 205 of 1984 and in compliance with regulations of the Department of the Auditor General, the 2018 Allocation Supporting the Volunteer Fire Relief Fund in the amount of \$48,596.98 be forwarded to the Volunteer Fire Relief Fund c/o Frank Rinkevich, Treasurer, 547 Wilkes-Barre Street, Hanover Township, PA 18706. On the motion the following voted yes: Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**COMMONWEALTH OF PENNSYLVANIA – 2018 ALLOCATION OF GENERAL MUNICIPAL PENSION SYSTEM AID**

Motion by Lewis, secc. Bowers that as per the recommendation of the Township Manager the Township's 2018 Allocation of General Municipal Pension System State Aid in the amount of \$276,378.92 to be distributed in the following manner:

**Non-Uniformed Pension Plan Distribution: \$126,478.44**

**Police Pension Plan Distribution: \$149,900.48**

**And the additional payments as follows are paid out of the Township General Fund:**

**Police Pension Plan: \$524,012.52**

**Non-Uniformed Plan: \$163,777.56**

These distributions are made in accordance with the 2018 Minimum Municipal Obligation (MMO).

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

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**AUTHORIZATION TO SEEK QUOTES – INSURANCE POLICIES**

Motion by Lewis, secc. Krushnowski to authorize the Township Manager to submit information to the Joyce Insurance Group for the request of proposals for the 2018 – 2019 Errors & Omission's and Police Liability Insurance Policies. On the motion the following voted yes: Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**LETTER OF ENGAGEMENT FOR 2018/2019 – AUDIT SERVICE**

Motion by Lewis, secc. Krushnowski that the Township Manager be and is authorized to request a proposal and letter of engagement from Baker Tilly Virchow Krause, LLP Accountants to provide audit services and prepare the Department of Community and Economic Development Report for the calendar year ending December 31, 2018 and the Township Manager is to present this proposal to the Board of Commissioners at the November 5, 2018 Work Session. On the motion the following voted yes: Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**PLACEMENT OF “TOYS FOR TOTS” DONATION BARREL**

Motion by Lewis, secc. Krushnowski to approve the request from Police Officer John L. VanWhy on behalf of the Wyoming Valley Detachment of the Marine Corps League and the United States Marine Corps Reserve to place a “Toys for Tots” donation barrel in the interior front entrance of the Municipal Building for acceptance of donations from 8:00AM to 4:00 PM Monday thru Friday, during November and December 2018; also to place an awareness sign on the front lawn of the municipal building. On the motion the following voted yes: Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**INVOICES – BORTON LAWSON ENGINEERING**

Motion by Bowers, secc. Krushnowski to authorize the payment of Township Engineer Borton Lawson Invoices referenced as 2018 – 41 thru 48 for various projects in the amount of \$22,995.66. These will be paid through various funds and grants including from the Sewer Fee Account, Liquid Fuels and the Capital Projects Fund. On the motion the following voted yes: Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**INVOICE – BHW INSPECTIONS, LLC**

Motion by Bowers, secc. Krushnowski to approve Invoice No. H18009 in the amount of \$875.00 to BHW Inspections, LLC for plan examinations on several projects within Hanover Township. On the motion the following voted yes: Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

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**AUTHORIZATION TO PREPARE ORDINANCE**

Motion by Bowers, secc. Krushnowski that the Solicitor, along with the Chief of Police, be and is authorized to prepare an Ordinance relative to the request from the LIU #18 for parking restrictions on Colley Street and the secretary be and is authorized to advertise the same. On the motion the following voted yes: Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**APPROVAL - SEWAGE EXEMPTION**

Motion by Bowers, secc. Krushnowski that upon the recommendation of the Township Engineer, to approve the sewage exemption request from the Villas at Hidden Acres and that the Chairman is authorized to sign for same. On the motion the following voted yes: Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**PAYMENT APPLICATION – MOBILE PIPE & VIDEO CO.**

Motion by Bowers, secc. Krushnowski that based upon the recommendation of the Township Engineer, to approve the final payment application from Mobile Pipe & Video Co. in the amount of \$166,001.99 for the Solomon's Creek Interceptor Cleaning & Video Project and it to be paid from the Sewer Fee Account. This is a phase of the LSA Grant Project to Repair and Replace sewer pipe. On the motion the following voted yes: Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**AUTHORIZATION – FIRE HEADQUARTERS MESSAGE SIGN**

Motion by Bowers, secc. Krushnowski that upon the request of the Fire Chief, to approve the purchase of an electronic messaging sign in the amount of \$42,574.00 plus electrician costs for the fire headquarters from Bartush Signs an authorized COSTARS contractor Contract # 032-026 from the Capital Fund Account and waive all permit fees. On the motion the following voted yes: Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**APPROVAL – LEASE OF POLLING PLACE**

Motion by Bowers, secc. Krushnowski to approve the lease with Luzerne County for a polling place location at the Hanover Township Fire Head Quarters And that the Chairman is authorized to sign same. On the motion the following voted yes: Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**ACCEPTANCE OF GRANT FUNDS LETTER**

Motion by Bowers, secc. Krushnowski to authorize the Township Manager to sign the acceptance letter for the Multimodal Transportation Fund grant award in the amount of \$535,357.00 for the replacement of the Loomis Park Bridge. On the motion the following voted yes: Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

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**ADD ON MOTION – SERVICE INCENTIVE**

Motion by Lewis, secc. Krushnowski to authorize the Township Manager to offer a service incentive to those currently eligible to retire on or before 12-31-2018. On the motion the following voted yes: Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**ADD ON MOTION – SEWER EMERGENCY**

Motion by Lewis, secc. Krushnowski to authorize a declaration of emergency due to a sewage leak on Chester Street and that the unattached lateral at the main line can be repaired under the same declaration. On the motion the following voted yes: Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**ADD ON MOTION – VEHICLE SALE (sealed bid)**

Motion by Lewis, secc. Krushnowski to authorize the sale of the 2002 GMC to Christopher Halecki in the amount of \$1000, 00. On the motion the following voted yes: Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**ADD ON MOTION - APPOINTMENT**

Motion by Lewis, secc. Krushnowski to appoint Samuel Guesto as the Hanover Township representative to the Wyoming Valley Sanitary Authority effective January 1, 2019. On the motion the following voted yes: Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**ADD ON MOTION – SOLOMON’S CREEK INTERCEPTOR REPAIR PROJECT**

Motion by Lewis, secc. Krushnowski that upon the recommendation of the Township Engineer, to approve the low bid price of \$899,727.50 from IRP Northeast, LLC for the Solomon’s Creek Interceptor Repair Project. This is funded by an LSA Grant. On the motion the following voted yes: Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**ADD ON MOTION – RED COAT LANE**

Motion by Lewis, secc. Krushnowski to reject all bids for the Red Coat Lane Stormwater Project. On the motion the following voted yes: Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

**ADJOURNMENT**

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

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Donna Makarczyk, Secretary