

HANOVER TOWNSHIP
BOARD OF COMMISSIONERS
NOVEMBER 18, 2020
****MINUTES****

The Hanover Township Board of Commissioners conducted a meeting via teleconference on November 18, 2020 from the Hanover Township 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, Albert Bagusky, William Howatt, Ronald Krushnowski, Jeffrey Lewis, Russell Davis.

ABSENT: Commissioners George Bowers.

MOMENT OF SILENCE – OBSERVANCE OF VETERAN’S DAY

We will take a moment of silence for all our veteran soldiers; thank you to those who have fought in the past...and to those who are today risking their lives for the sake of freedom. Let us pray for our men and women in uniform. Let us ask for the safe return for those abroad. 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.

DEPARTMENT REPORTS

SECRETARY’S REPORT

Motion by Davis, secc. Lewis that the Secretary’s Report for the month of October be accepted and filed. The report indicated that Executive Session of the Board was conducted on October 7, 2020 to discuss personnel and possible litigation. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

MANAGER’S REPORT

Motion by Davis, secc. Lewis that the Manager’s Report for the month of October 2020 be accepted and filed. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

DEPARTMENT REPORTS

Motion by Davis, secc. Lewis that the reports from the Police, Road, Sewer, Fire Department, Code Enforcement Office and Health Officer for the month of October 2020 be accepted and filed. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

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TREASURER’S REPORT

Motion by Davis, secc, Lewis that the Treasurer’s report for the months of August, September & October 2020 be accepted and filed. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

MINUTES OF MEETING OF OCTOBER 14, 2020

Motion by Davis, secc. Lewis that the minutes of the meeting of October 14, 2020 be accepted and filed. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

COMMUNICATIONS

Motion by Davis, secc. Lewis that the communications for the month of October 2020 be accepted and filed. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

HIRING – TEMPORARY LABORERS

Motion by Davis, secc. Lewis that Patrick Wallace, Jerry Dunn, Kyle Kowalski & Joseph Scudder be hired as a temporary laborer in the Public Works Department effective November 15, 2020 to December 17, 2020 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, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

HIRING – TEMPORARY FIRE TRUCK DRIVERS

Motion by Davis, secc. Lewis that Raymond Masher, John Marczak, Dwayne Taggart, Dan Wegrzynowicz, Robert Williams, John Engleman, Sean Reilly, Bill McDaniels, Dan Harkenreader, Jeff Sabecky and Tyler Gavlick be hired as temporary as needed drivers in the Hanover Township Fire Department at the North Station, South Station and Headquarters effective November 15, 2020 to December 17, 2020 at a rate of \$12.00 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: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

AUDIT SERVICES FOR 2020

Motion by Davis, secc. Lewis 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, 2020 at a fee of \$19,500.00 and \$6,000.00 to support closing the books for the township on a monthly basis be approved and the Chairman be and is authorized to sign the letter of engagement on behalf of the Board. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

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INVOICES – BORTON LAWSON ENGINEERING

Motion by Davis, secc. Lewis to authorize the payment of Township Engineer Borton Lawson Invoices for various projects in the amount of \$6,891.47. These will be paid through various funds and grants including from the Liquid Fuels Account and Capital Fund. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

INVOICE – BHW INSPECTIONS, LLC

Motion by Davis, secc. Lewis to approve Invoice No. H20010 in the amount of \$200.00 to BHW Inspections, LLC for plan examinations on several projects within Hanover Township. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

DELTA DENTAL CONTRACT RENEWAL

Motion by Davis, secc. Lewis to approve the Delta Dental Contract for 2021 and that the Chairman be and is authorized to sign all documents. There is no increase in fees for 2021. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

2021 TAX AND REVENUE ANTICIPATION NOTE

Motion by Davis, secc. Lewis that the Township Secretary is authorized to seek quotes for the 2021 Tax and Revenue Anticipation Note for the principal amount of \$900,000.00 for cash flow purposes. The Township Manager will present a recommendation at the December 2020 meeting. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

ORDINANCE NO. 008-2020 - FIXING THE TAX RATE FOR 2021

Motion by Davis, secc. Lewis to approve Ordinance No. 008-2020 fixing the tax rate for the 2021 general fund at five point five (5.5) mills on all real property be adopted as advertised. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

ORDINANCE NO. 009-2020 - TRANSFER OF REAL ESTATE FOR 2021

Motion by Davis, secc. Lewis to approve Ordinance No. 009-2020 imposing a real estate tax of one (1%) per centum for the year 2021 be adopted as advertised. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

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ORDINANCE NO. 010-2020 LOCAL SERVICE TAX ORDINANCE 2021

Motion by Davis, secc. Lewis to approve Ordinance No. 010-2020 imposing a local services tax for the year 2021 in the amount of fifty-two (\$52.00) dollars on the privilege of engaging in an occupation within the Township pursuant to Act 7 of 2007 and Ordinance No. 005-2007- The Hanover Township Local Service Tax be adopted as advertised. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

ORDINANCE NO. 011-2020 - EARNED INCOME TAX 2021

Motion by Davis, secc. Lewis to approve Ordinance No. 011-2020 imposing an earned income tax of one (1%) per centum for the year 2021 be adopted as advertised. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

ORDINANCE NO. 012-2020 - MERCANTILE & BUSINESS PRIVILEGE TAX 2021

Motion by Davis, secc. Lewis to approve Ordinance No. 012-2020 imposing a mercantile and business privilege tax setting the rate at one (1) mill for wholesale and brokers, and one and one half (1 ½) mills for retail, restaurant, hawkers, peddlers, professional and contractors for the year 2021 be adopted as advertised. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

ORDINANCE NO. 013-2020 - APPROPRIATION ORDINANCE FOR 2021

Motion by Davis, secc. Lewis to approve Hanover Township Appropriation Ordinance No. 013-2020 the Budget Summary for All Budget Funds allocating revenues and expenses for fiscal year 2021 appropriating specific sums from the fund equities, revenues and other financing services be adopted as advertised. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

RESOLUTION NO. 016-2020 – 2021 SALARY AND COMPENSATION RESOLUTION

Motion by Davis, secc. Lewis to approve Resolution No. 016-2020 the 2021 Salary and Compensation Resolution as presented. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

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RESOLUTION NO. 017-2020 - AUTHORIZING THE SUBMISSION OF A LOCAL SHARE GRANT APPLICATION TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT.

Motion by Davis, secc. Lewis to approve Resolution No. 017-2020 as presented for the SOLOMON CREEK INTERCEPTOR REHABILITATION grant application in the amount of \$500,000 and that it is hereby approved as submitted. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

RESOLUTION NO. 018-2020 – AUTHORIZING HANOVER TOWNSHIP TO BE THE LEAD APPLICANT TO PREPARE AND SUBMIT A LOCAL SHARE GRANT APPLICATION TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT ON BEHALF OF THE LOWER SOUTH VALLEY COUNCIL OF GOVERNMENTS.

Motion by Davis, secc. Lewis to approve Resolution No. 018-2020 as presented for HANOVER TOWNSHIP TO BE THE LEAD APPLICANT FOR THE LOWER SOUTH VALLEY COUNCIL OF GOVERNMENTS gaming application in the amount of \$385,371.00. This application is for composting equipment located at the Earth Conservancy Composting Site that will be utilized by members of the Council of Governments. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

RESOLUTION NO. 019-2020 – AUTHORIZING HANOVER TOWNSHIP TO BE THE LEAD APPLICANT TO PREPARE AND SUBMIT A LOCAL SHARE GRANT APPLICATION TO THE PENNSYLVANIA DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT ON BEHALF OF THE LOWER SOUTH VALLEY COUNCIL OF GOVERNMENTS.

Motion by Davis, secc. Lewis to approve Resolution No. 019-2020 as presented for HANOVER TOWNSHIP TO BE THE LEAD APPLICANT FOR THE LOWER SOUTH VALLEY COUNCIL OF GOVERNMENTS gaming application in the amount of \$150,000.00. This application is for municipal fueling station equipment that will be utilized by members of the Council of Governments. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

ORDINANCE NO. 014-2020 – FALSE FIRE ALARMS

Motion by Davis, secc. Bagusky to approve Ordinance No. 014-2020 amending prior ordinances; imposing a fee for false fire alarms; setting fine amounts; and providing for enforcement as advertised. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Davis. Voting No: Lewis. MOTION CARRIED.

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ORDINANCE NO. 015-2020 – NO PARKING

Motion by Davis, secc. Lewis to approve Ordinance No. 015-2020 prohibiting parking during the school year on the north side of Colley Street between Mack and Phillips Streets and authorizing the installation and maintenance of signage at that location as advertised. On the motion the following voted yes: Bagusky, Howatt, Krushnowski, Lewis, Davis. Voting No: Andrejko. MOTION CARRIED.

ORDINANCE NO. 016-2020 – CUSTOMER PARKING ONLY

Motion by Davis, secc. Lewis to approve Ordinance No. 016-2020 designating customer parking on the north side of Regina Street on designated days and times; and authorizing the installation and maintenance of signage and designating penalties as advertised. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

APPROVAL - TAX REFUNDS

Motion by Davis, secc. Lewis that based upon the request of the Tax Collector, to approve the following tax refunds: **1.** Thorwald Holmgren 54 Monahan Court Hanover Township \$238.24; **2.** Eugene & Fay Klinges 52 Monahan Court Hanover Township \$226.97; **3.** Sunny Hill Development 51 Sterling Avenue, Dallas Pa \$168.44; **4.** Greater Wilkes Barre Chamber of Commerce 2 Public Square Wilkes- Barre PA \$337.95; **5.** Medley Investments PO Box 1474 Kingston PA \$14.67; **6.** Medley Investments PO Box 1474 Kingston PA \$11.00. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

AUTHORIZATION – PENSION FUND LOAN

Motion by Davis, secc. Lewis to authorize the Township Manager to disperse all proceeds from the pension fund loan received from Fidelity Bank to the pension funds as identified by Pension Administrator ASCO Financial Group within 30 days as prescribed by law. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

AUTHORIZATION – VEHICLE PROPOSAL APPROVAL

Motion by Davis, secc. Lewis to authorize the Township Manager to submit acceptance of the proposal for: 1 Police Vehicle from Chapman Auto Stores in the amount of \$47,379.38 & 2 Road Department Trucks in the amount not to exceed \$50,419.00 each. These costs include all upfits to the 3 vehicles. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

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RESOLUTION NO. 020-2020 – AUTHORIZING HANOVER TOWNSHIP TO ADOPT THE LUZERNE COUNTY 2020 HAZARD MITIGATION PLAN

Motion by Davis, secc. Lewis to approve Resolution No. 020-2020 which authorizes Hanover Township to adopt Luzerne County’s 2020 Hazard Mitigation Plan. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

APPROVAL - PAY APPLICATION & CHANGE ORDER NO. 1/MULTI MODAL PAVING PROJECT

Motion by Davis, secc. Lewis to approve, based upon the recommendation of the Township Engineer, Change Order No. 1 a decrease in the contract amount of \$3,850.55 and Pay Application No. 1 in the amount of \$48,343.51 to H&K, Inc., for paving on Lee Park Avenue. This will be paid from the Capital Fund and reimbursed through the Multi Modal Grant. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

APPROVAL – PREVENTATIVE MAINTENANCE/RESPONSE MAINTENANCE FOR TRAFFIC SIGNALS & POLE INSPECTION PROPOSALS

Motion by Davis, secc. Lewis to approve and the Chairman to sign the following proposals with Kuharchik Construction Inc.: 1. Preventative Maintenance and Response Maintenance for Traffic Signals 2. Pole Inspection and uploading to PennDOT’s system. These will be paid from the Liquid Fuels Fund. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

HIRING – POSITION OF PATROL OFFICER

Motion by Davis, secc. Lewis to offer the position of full-time police officer in the township of Hanover to Kevin Davis, Thomas Mercandante, Zachary Langenhop and that their employment start date be authorized and determined by the Township Manager. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

APPROVAL - LUZERNE COUNTY COVID-19 SUB-RECIPIENT AGREEMENT

Motion by Davis, secc. Lewis to approve Luzerne County’s COVID-19 Sub-Recipient Agreement and that the Chairman is authorized to sign the same. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

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NEXT MEETING: The December 2020 meeting will be held on December 16, 2020 at 7 PM.

ADJOURN

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

Donna Makarczyk, Secretary