

HANOVER TOWNSHIP
BOARD OF COMMISSIONERS
OCTOBER 14, 2020
****MINUTES****

The Hanover Township Board of Commissioners conducted a public meeting via teleconference on October 14, 2020 from the Hanover Township Municipal Building, 1267 Sans Souci Parkway, Hanover Township, Luzerne County, Pennsylvania. The Chairman called the meeting to order at 7:00 PM.

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

ABSENT: Commissioners George Bowers.

STATEMENT BY THE VICE CHAIRMAN

We take time tonight to recognize and 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 Fire Department, devoted 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.

PRESENTATION OF THE REVISED 2021 MINIMUM MUNICIPAL OBLIGATION (MMO) FOR THE POLICE AND NON-UNIFORMED PENSION PLANS

As the Chief Administrator of both the Hanover Township Police Pension Plan and the Non-Uniformed Pension Plan, the Township Manager presents the following revised MMO(s) for 2021 to the Board of Commissioners as required under the provisions of Act 205.

Based on actuarial valuation reports received and prepared by AFG Pension Administration the values are:

Police Pension Plan 2021 MMO.....\$162,578.00
Non-Uniformed Pension Plan 2021 MMO.....\$79,286.00

This satisfies informing the governing body of the municipality of the plans expected financial obligations for the coming year.

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PUBLIC COMMENT PERIOD

Received from Father Cirba and the Mens' Club of the Exaltation of the Holy Cross Church to say thank you to the Board of Commissioners, Road Department – specifically Ned Zwiebel, The Township Manager and the Police and Fire Departments for meeting all of their needs with their Potato Pancake Festival.

For public knowledge and the minutes, the next Hanover Township Board of Commissioners Meeting will be Wednesday, November 18, 2020 with a 6:00pm Work Session and the Public Business Meeting to follow. We will be reevaluating whether it will be in person or virtual in the near future.

DEPARTMENT REPORTS

SECRETARY'S REPORT

Motion by Davis, secc. Lewis that the Secretary's Report for the month of September be accepted and filed. The report indicated that Executive Session of the Board was conducted on September 9, 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 September 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 September 2020 be accepted and filed. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

TREASURER'S REPORT

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

MINUTES OF MEETING OF SEPTEMBER 9, 2020

Motion by Davis, secc. Lewis that the minutes of the meeting of September 9, 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 September 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. Brandon Chafin & Kyle Kowalski be hired as a temporary laborer in the Public Works Department effective October 16, 2020 to November 14, 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 and Jeff Sabecky be hired as temporary as needed drivers in the Hanover Township Fire Department at the North Station, South Station and Headquarters effective October 16, 2020 to November 14, 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.

RESOLUTION NO 015-2020 – 2021 PROPOSED BUDGET

Motion by Davis, secc. Lewis 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 2021.
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 November 9, 2020 at 7:00 pm, prevailing time.
5. The Millage rate shall be established with no increase at five point five (5.5) mills general taxation.

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

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AUDITOR GENERAL – 2020 ALLOCATION – VOLUNTEER FIRE RELIEF ASSOCIATION

Motion by Davis, secc. Lewis that in accordance with the statutes of Act 205 of 1984 and in compliance with regulations of the Department of the Auditor General, the 2020 Allocation Supporting the Volunteer Fire Relief Fund in the amount of \$54,787.84 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: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

COMMONWEALTH OF PENNSYLVANIA – 2020 ALLOCATION OF GENERAL MUNICIPAL PENSION SYSTEM AID

Motion by Davis, secc. Lewis that as per the recommendation of the Pension Administrator the Township's 2020 Allocation of General Municipal Pension System State Aid in the amount of \$305,277.66 to be distributed in the following manner:

Non-Uniformed Pension Plan Distribution: \$137,867.34

Police Pension Plan Distribution: \$167,410.32

And the additional payments paid out of the Township General Fund are 0.

These distributions are made in accordance with the 2020 Minimum Municipal Obligation (MMO). On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

RATIFY THE TOWNSHIP MANAGERS ACTION – FINALIZE THE LOAN PROPOSAL FROM FIDELITY BANK

Motion by Davis, secc. Lewis to ratify the Township Manager's action to finalize the loan proposal from Fidelity Bank as authorized by the Board at the September 9, 2020 meeting. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

RATIFY THE CHAIRMAN'S ACTION - ENGAGEMENT OF LOAN COUNSEL - STEVENS & LEE

Motion by Davis, secc. Lewis to ratify the Chairman's action, that the Vice Chairman be and is hereby authorized to sign the Stevens & Lee, Lawyers, Consultants engagement letter to serve as Board Counsel and to perform certain legal services relative to the Local Government Debt Act proceedings and in connection with: 1) funding of a loan for pension costs and 2) paying the costs and expenses of issuing the loan, financed through the issuance by the Township of one general obligation note in the aggregate proposed amount of \$7,200,000.00. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

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HANOVER TOWNSHIP GENERAL OBLIGATION NOTE SERIES OF 2020

Motion by Davis, secc. Lewis that upon the recommendation of Board Counsel Stevens & Lee, the authorization of the enactment by the Board of Commissioners of the Township of Hanover of Ordinance No. 005-2020 authorizing certain actions to be taken and approving the execution of documentation in connection with the issuance of the Township's \$7,200,000.00 aggregate principal amount General Obligation Note Series of 2020 and the incurrence of the debt associated therewith for the purposes of:

1) funding of a loan for pension costs and 2) paying the costs and expenses of issuing the loan, financed through the issuance by the Township, all as more fully described in the complete text of the Ordinance and that the Vice Chairman is authorized to sign any and all documents. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

ORDINANCE NO. 006-2020 – DUI TASK FORCE

Motion by Davis, secc. Lewis to approve Ordinance No.006-2020 establishing an agreement that the Hanover Township Police Department participates in the DUI Task Force as advertised. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

ORDINANCE NO. 007-2020 – PENSION NOTE SERIES 2020

Motion by Davis, secc. Lewis to approve Ordinance No.005-2020 for the Pension Note Series 2020 as advertised. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

INVOICES – BHW INSPECTIONS, LLC

Motion by Davis, secc. Lewis to authorize the payment of BHW Inspections LLC Invoice 20009 for plan review of various projects in the amount of \$2,901.00. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

APPROVAL – SOLOMON'S CREEK INTERCEPTOR PROJECT- PAYMENT CHANGE ORDER NO. 1 PHASE 2A

Motion by Davis, secc. Lewis that upon the recommendation of the Township Engineer, to approve Change Order No. 1 to Insituform Technologies, Inc. in the amount of a credit of \$1,016.81 for the Solomon's Creek Interceptor Sewer Project Phase 2A. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

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APPROVAL – SOLOMON’S CREEK INTERCEPTOR PROJECT- PAYMENT CHANGE ORDER NO. 1 PHASE 2B

Motion by Davis, secc. Lewis that upon the recommendation of the Township Engineer, to approve Change Order No. 1 to Insituform Technologies, Inc. in the amount of \$6,638.38 for the Solomon’s Creek Interceptor Sewer Project Phase 2B. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

APPROVAL – SOLOMON’S CREEK INTERCEPTOR PROJECT: PAYMENT APPLICATION NO. 3

Motion by Davis, secc. Lewis that upon the recommendation of the Township Engineer, to approve Payment Application No. 3 to Insituform Technologies, Inc. in the amount of \$49,242.78 for the Solomon’s Creek Interceptor Sewer Project and that the Township Manager is authorized the request payment from the PA Local Share Account Grant. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

INVOICES #4 & #5 – KRASAVAGE CONSTRUCTION INC.

Motion by Davis, secc. Lewis to approve Invoices referenced as No. 4 & 5 in the amount of \$11,500.00 to Krasavage Construction for various work done and it to be paid from the Sewer Fee Account and that the Township Secretary will submit No.4 to the Wyoming Valley Sanitary Authority for reimbursement and the Township Solicitor will submit a letter seeking reimbursement for No. 5 to PA American Water Company. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

AUTHORIZATION – REQUEST FOR UNPAID LEAVE

Motion by Davis, secc. Lewis to approve the request for unpaid leave time, for military training purposes, to Shawn McCole on October 16, 2020. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

AUTHORIZATION TO DONATE BICYCLES

Motion by Davis, secc. Lewis to authorize the donation of bicycles as requested by Police Chief Walker. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

AGREEMENT – POLICE CHIEF

Motion by Davis, secc. Lewis to approve the employment contract with Police Chief Albert Walker. On the motion the following voted yes: Andrejko, Bagusky, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

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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