

HANOVER TOWNSHIP
BOARD OF COMMISSIONERS
SEPTEMBER 9, 2020
****MINUTES****

The Hanover Township Board of Commissioners conducted a public meeting on September 9, 2020 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.

PRESENTATION OF THE 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 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.....	\$724,892.00
Non-Uniformed Pension Plan 2021 MMO.....	\$370,792.00

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

DEPARTMENT REPORTS

SECRETARY’S REPORT

Motion by Bowers, secc. Lewis that the Secretary’s Report for the month of July be accepted and filed. The report indicated that Executive Session of the Board was conducted on August 12, 2020 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 Bowers, secc. Lewis that the Manager’s Report for the month of August 2020 be accepted and filed. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

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DEPARTMENT REPORTS

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

MINUTES OF MEETING OF AUGUST 12, 2020

Motion by Bowers, secc. Lewis that the minutes of the meeting of August 12, 2020 be accepted and filed. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

COMMUNICATIONS

Motion by Bowers, secc. Lewis that the communications for the month of August 2020 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 Bowers, secc. Lewis that Marc McEvoy, Patrick Wallace, Jerry Dunn & Brandon Chafin be hired as a temporary laborer in the Public Works Department effective September 16, 2020 to October 15, 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, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

HIRING – TEMPORARY FIRE TRUCK DRIVERS

Motion by Bowers, secc. Lewis that Raymond Masher, John Marczak, Dwayne Taggart, Dan Wegrzynowicz, Robert Williams, John Engleman, Sean Reilly, Bill McDaniels, Dan Harkenreader, Jeff Sebecky 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 September 16, 2020 to October 15, 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, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

HIRING – SEASONAL LABORERS

Motion by Lewis, secc. Krushnowski that Kyle Kowalski and Edwin Murphy be hired as seasonal laborers in the Public Works Department effective September 15, 2020 to October 14, 2020 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, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

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HIRING LABORER POSITION

Motion by Lewis, secc. Krushnowski that Marc McEvoy be hired to a Laborer position, to fill a vacancy, as per the AFSCME Contract in the Road Department effective October 1, 2020, upon the successful completion of any pre-employment screenings. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

HIRING FIRE APPARATUS OPERATOR/ MAINTENANCE POSITION

Motion by Lewis, secc. Krushnowski that Tyler Gavlick be hired to a Fire Apparatus Operator/Maintenance position, to fill a vacancy, as per the AFSCME Contract in the Fire Department effective October 1, 2020, upon the successful completion of any pre-employment screenings. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

HIRING – SCHOOL CROSSING GUARDS

Motion by Lewis, secc. Krushnowski that that James Chernavage, Tom Shypulefski, Dorothy Zakrzewski, James Clarke, Brenda June, James Houston, Audrey Davis, Tammy Marcincavage, MaryLou Lanning, Craig Roberts, Thomas Romashko, and Karen Alber be hired as crossing guards and Mary Houston and Patricia Gurnari be hired for fill-in crossing guards for the 2020-2021 school year at a salary as per the 2020 Salary and Compensation Resolution. Training and scheduling will be provided by Chief Walker. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis. Abstain: Davis. MOTION CARRIED.

INVOICES – BORTON LAWSON ENGINEERING

Motion by Lewis, secc. Krushnowski to authorize the payment of Township Engineer Borton Lawson Invoices referenced as 9A thru 9H for various projects including the Solomon’s Creek Interceptor Project LSA grants in the amount of \$12,162.69. These will be paid through various funds and grants including from the Sewer Fee Account and Capital Fund. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

INVOICES – BHW INSPECTIONS, LLC

Motion by Andrejko, secc. Krushnowski to authorize the payment of BHW Inspections LLC Invoice 20008 for plan review of various projects in the amount of \$36,966.75. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

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AUTHORIZATION – CLOSING OF FIR STREET

Motion by Andrejko, secc. Krushnowski that upon the request of Exaltation of the Holy Cross Church, to close Fir Street to traffic on Saturday, September 19th from 11am to 7 pm & Sunday, September 20th from 12 pm to 6 pm for their Potato Pancake Fest. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

RESOLUTION NO. 013-2020 - EMERGENCY OPERATIONS PLAN

Motion by Andrejko, secc. Krushnowski that upon the request of the Township Emergency Management Coordinator, to adopt and approve Resolution No. 013-2020 - Emergency Operations Plan for Hanover Township dated August 1, 2020. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

APPROVAL – LUZERNE COUNTY SUB-RECIPIENT AGREEMENT

Motion by Andrejko, secc. Krushnowski to approve the Sub-Recipient Agreement with Luzerne County for acceptance of Pennsylvania Commission on Crime and Delinquency funds related to COVID-19 expenses and that the Chairman hereby is authorized to sign all documents related to the agreement. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

APPROVAL – PURCHASE OF NETWORK SERVER & INFORMATIONAL TECHNOLOGY HARDWARE

Motion by Andrejko, secc. Krushnowski to authorize the Township Manager to purchase, as advertised, a new network server and information technology hardware including laptop computers for enhanced remote working capability from Golden Business Machines with the low bid of \$35,814.00. This will be reimbursed through COVID19 Relief Block Grant. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

APPROVAL – TOWNSHIP TOWING AGREEMENT EXTENSION

Motion by Andrejko, secc. Krushnowski that the Township Towing Contract between Hanover Township and Ayres Towing Service, Inc. be extended sixty (60) days under the same terms and conditions pending further action by the Board and further move that the Township Manager notify Ayres Towing Service, Inc. of the same. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

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AUTHORIZATION – ADVERTISING FOR TOWING SERVICES

Motion by Andrejko, secc. Krushnowski to authorize the Township Secretary to advertise for towing services for Hanover Township. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

APPROVAL – TAX REFUND

Motion by Andrejko, secc. Krushnowski that based upon the request of the Luzerne County Director of Assessments, to refund 2019 paid taxes in the amount of \$97.47 to Joseph Kaschak, Rear 115 Oxford Street. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

RESOLUTION NO. 014-2020 – MULTI MODAL GRANT APPLICATION

Motion by Andrejko, secc. Krushnowski to approve Resolution No. 014-2020 of the Board of Commissioners authorizing the application for a Multi Modal Transportation Fund Grant from the PA Department of Community and Economic Development and authorizing the Chairman of the Board and Township Manager to execute all documents necessary for the same. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

APPROVAL – SOLOMON’S CREEK INTERCEPTOR PROJECT: PAYMENT APPLICATION NO. 1

Motion by Andrejko, secc. Krushnowski that upon the recommendation of the Township Engineer, to approve Payment Application No. 1 to Insituform Technologies, Inc. in the amount of \$81,675.00 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, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

APPROVAL – SOLOMON’S CREEK INTERCEPTOR PROJECT: PAYMENT APPLICATION NO. 2

Motion by Andrejko, secc. Krushnowski that upon the recommendation of the Township Engineer, to approve Payment Application No. 2 to Insituform Technologies, Inc. in the amount of \$305,739.64 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, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

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**APPROVAL – PURCHASE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)
AND DISINFECTANT EQUIPMENT AND SUPPLIES**

Motion by Lewis, secc. Krushnowski to authorize the Township Manager to purchase, as advertised, the following PPE items from the low bidder:

5000 ASTM level 1 procedural ear loop face masks \$750.00 – **Texas Medical**

5000 KN95 ear loop face masks \$3950.00 – **AD Pro Print**

2000 each size small, large, extra-large powder free nitrile gloves \$750.00 – **Texas Medical**

80 - 1 gallon size hand sanitizer at least 90% alcohol with aloe (SUBSTITUTE 70% +) \$2000.00
– **AD Pro Print, Texas Medical, Froggy's Simply Sanitizer**

6 stand-alone hand sanitizer dispensers with 72 cartridges \$900.00 - **Safecore**

48 – 1 gallon size disinfectant with sprayers \$278.00 – **AD Pro Print**

150 sets of XL disposable Tyvek coveralls with hoods \$3,900.00 – **Ad Pro Print**

50 sets of each size XXL, XXXL, 4XL, 5XL Tyvek coveralls with hoods \$5,200.00 – **AD Pro Print**

150 sets of one-size-fits-all disposable goggles \$450.00 - **Safecore**

1000 one-size-fits-all Tyvek boot covers \$1250.00 – **AD Pro Print**

20,000 germicide wipes \$1040.00 – **Texas Medical**

6 Non-Contact Infrared Body Thermometers \$132.00 - **Texas Medical**

2 - RDS 3110 Total Asset Decontamination Units with Portable Applicators with 6 cases of EPA approved disinfectant solution \$31,806.00 - **AeroClave**

And the following items with proposals:

2 handheld foggers/misters with 5 gallons of EPA approved disinfectant solution \$2151.97-
Froggy's Simply Sanitizer

1 Pressure Washer \$6,799.00 – **Valley Power Equipment**

1 Air Purification Unit (Municipal Building) \$4,695.00 – **Power Engineering Group**

1 Air Purification Unit (Fire Head Quarters) \$9,955.00 – **Power Engineering Group**

3 disinfectant Misting Systems (2 – 1 gallon backpack, 1-5 gallon floor model), 1 case disinfectant \$2,079.00 - **Arrow Safety Device**

TOTAL PPE : \$78,085.97

This will be reimbursed through COVID19 Relief Block Grant.

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

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AUTHORIZATION – PENSION FINANCING

Motion by Lewis, secc. Krushnowski to authorize the Township Manager to move forward with finalizing pension financing terms with Fidelity Bank to lead to the advertisement and consideration of a Debt Ordinance at the October 14, 2020 Board Meeting. On the motion the following voted yes: Andrejko, Bagusky, Bowers, Howatt, Krushnowski, Lewis, Davis. MOTION CARRIED.

ADJOURN

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

Donna M Makarczyk, Secretary